

**Updated Hygiene Plan for the daily school routine
at the Bilingual Primary School Phorms Munich as of April 2021**

1. Compulsory wearing of masks

Masks are mandatory for all individuals on the school grounds and in the school building. This obligation includes all rooms and meeting areas in the school building (i.e. also at the seating area and during sports lessons).

Please provide your children with a sufficient change of masks.

Teachers will ensure that students are given mask breaks (either at their seat in the classroom during a surge ventilation or in the break areas if adequate minimum clearance is provided).

Teachers are also required to wear a medical face mask ("MNS", so-called "OP mask", cf. § 18 para. 2 sentence 1 of the 12th BaylFSMV).

Starting in grade 5, wearing a medical mask is mandatory.

Exemption from the mask requirement is only possible with a medical certificate; in this regard, the valid hygiene plan states that "all individuals are exempt from the mask requirement for whom §1 Para. 2 of the 6th BaylFSMV provides an exemption." In this case, it must be clearly confirmed that "due to a disability or for health reasons, the wearing of a mouth-nose-covering (MNC) is not possible or unreasonable". It should be noted that in the case of such an exception, care must be taken to maintain the minimum distance of 1.5m, even in the classroom and participation in group work, which is again possible, is not to take place.

Clear plastic masks, even if they fit tightly, do not meet these requirements for an MNC and are equivalent to visors and therefore do not represent a suitable MNC.

2. Hygiene rules in the classroom

The established rules set out in the hygiene plan will be posted in each classroom; teachers will ensure regular airing at least every 45 minutes (after each class period) for at least 5 minutes and will continuously remind students to follow the rules of protection.

All classrooms are equipped with timers or CO2 lights.

Surface - and hand disinfection are provided; the school building is thoroughly cleaned daily.

3. Entrances and exits

The school can once again be entered through both entrances, i.e. the black gate in Maria-Theresia-Straße and the white gate in Neuberghauser Straße (but only with mouth-nose protection).

Class groups move through the building only when accompanied by a teacher. This ensures that the safety distance to other groups is maintained.

4. Breaks

During morning and afternoon outside breaks, we have divided the school grounds into four areas according to the hygiene plan. These 4 areas are each used exclusively by one Year level and rotated on a weekly basis.

During lunch break, the playground is divided into two areas so that each Year level plays in their own area. At lunch time, when the Primary (3 & 4 grade) and Secondary school breaks overlap, we divide the outside playground into one area for the Primary students and another for the Secondary students (areas are rotated weekly).

5. Food

When in the lunch hall, year levels eat separately in designated areas, with class groups remaining together. When in an alternating class scenario, classes eat in their own classroom. The prescribed spacing of 1.5m between students is observed.

6. Use of the toilets

The use of toilets should take place during class time, if possible, to prevent crowding during breaks. Of course, students may use the restrooms during breaks in case of urgency. No more than two students may be in the restrooms at any one time. Appropriate marking is provided.

7. Lessons

Teaching operation as of June 21, 2021:

For a seven-day incidence

o from 0 to 100:

Full face-to-face instruction (i.e., no minimum spacing) for all grades

o from 100 to 165:

Alternate or face-to-face instruction with minimum spacing for all grades

o above 165:

Alternate or face-to-face instruction with minimum spacing for grade 4 (if taught according to primary school curriculum); other grades: Distance learning.

o Then, only students who have

- conducted a self-test under supervision at school with a negative result
- or presented a negative PCR or POC antigen rapid test no more than 48 hours old, performed by medically trained personnel. Such tests may be performed at local testing centres, physicians, or other appropriate sites, for example. A self-test performed at home is not sufficient proof. For more information on these tests, see www.km.bayern.de/coronavirus-faq under the "Self Tests" menu item.

o Teachers and other school personnel have the responsibility to continue to test themselves at home.

o Also, attendance in emergency care is only possible with a negative Corona test result if the seven-day incidence is greater than 100.

In accordance with the regulations, we will provide instruction complying with all requirements.

In the classrooms, all desks are front facing and room changes are eliminated where possible.

Students will have a set seating arrangement in each subject. Sharing of items will be avoided.

Within-class instruction in fixed groups (e.g., English; religion/ethics; remedial classes) is possible; however, care is taken in the classroom to ensure that seating is arranged in blocks (e.g., all 1a students in the left part of the classes, all 1b students in the right part).

There is no type of cross-grade instruction.

Partner work may take place, but only with the immediate seat neighbours - otherwise the minimum distance must be maintained. Group work is also possible, as long as the minimum distance can be maintained.

Physical Education

Physical education classes and other school sports and exercise programs may be held.

At present, the following should be noted in particular:

(a) Physical education takes place under the general conditions of this framework hygiene plan. Sports may be practiced without MNB or MNS; the minimum distance requirement must be observed. Outdoor sports activities are preferable if weather conditions permit; the minimum distance requirement must also be observed. If a minimum distance is not required in the presence of corresponding incidence values during lessons, attention should nevertheless be paid to compliance with the minimum distance during sports lessons.

b) Sports activities with physical contact should currently be avoided, even in fixed training groups, unless there are compelling pedagogical reasons for doing so. If, for organizational reasons, it is not possible to clean the hand contact surfaces after each change of students when using sports equipment together (high bar, parallel bars, etc.), hands must be washed thoroughly at the beginning and end of sports lessons.

c) In gymnasiums, practice time is limited to two class periods. Adequate fresh air exchange shall be provided during class changes and breaks. Enclosed locker rooms may be used in compliance with the requirements applicable to the classrooms.

d) If sports are to be practiced with MNB or MNS, the selection of suitable teaching content is of particular importance (in particular, no high-intensity continuous activities, suitable breaks implemented, etc).

Music lessons

Music lessons take place under the general conditions of this framework hygiene plan. Instruction in wind instruments and singing are only permitted in the form of individual lessons with an increased minimum distance (2.5m); singing as well as playing wind instruments in groups is not possible until further notice (regarding exceptions, cf. letters d) and e)). As long as there is an obligation to wear a mask, the MNC may be removed for the necessary period of time only (cf. § 18 Para. 2 Sentence 2 No. 1 of the 12th BayIfSMV).

A short song can be sung in the regular class group if it is necessary for teaching and pedagogical reasons, provided that an increased minimum distance of 2.5 m in the direction of singing, as well as 2 m to the side, can be maintained and the wearing of a MNB is possible. Weather permitting, wind instrument and singing lessons may be held outdoors with an increased minimum distance of 2.5 m; if this distance is observed, the MNB may be temporarily removed.

8. Leave of absence for students

The policy last communicated in KMS dated March 9, 2021, stating that students (or their legal guardians) may apply to the school administration for a leave of absence in the event of an individually perceived increased risk situation, is hereby extended until further notice.

For students with underlying illnesses who, according to medical assessment, are at increased risk for a severe case of COVID-19 disease, the statements in No. III.13 of the framework hygiene plan for schools shall continue to apply notwithstanding.

9. Self-tests

Restriction of access to face-to-face teaching:

Based on the resolutions of the Bavarian Council of Ministers of 23.03.2021 and 07.04.2021, and the corresponding adjustments in the 12th BayIfSMV, participation in face-to-face teaching and in the face-to-face phases of alternate teaching is linked to proof of a - written or electronic - negative test

result with regard to a SARS-CoV-2 infection. This also applies to participation in emergency care, lunchtime care and other school events.

The following options are available to prove a negative test result:

- o Students may present the test result of a PCR test or rapid POC antigen test performed at their own initiative at a PCR test or rapid POC antigen test centre. The test must be performed by medically trained personnel outside the school.

- o Students may self-test at school under supervision.

It should be noted that a self-test performed at home is not sufficient evidence of a negative test result.

The test with the negative test result or the self-test taken at school must have been taken no more than 48 hours, and in counties/cities with a 7-day incidence above 100, no more than 24 hours, prior to the start of the relevant school day. This means that in the case of the 48-hour period, a negative test result based on a test performed on Monday, for example, would still be valid for school attendance on Tuesday and Wednesday. A new test would then have to be carried out on Thursday (at the latest) or a new test result would have to be submitted. In the case of the 24-hour period, on the other hand, more frequent testing is required.

The required privacy notices that must be available to affected students or guardians are provided by the State Department and are available through the website at www.km.bayern.de/selbst-tests.

If legal guardians send their children to school without proof of testing or if students of full age come to school without a test result, it must be assumed, in view of the mandatory infection protection requirements of the 12th BayIfSMV, that the legal guardians or the students of full age agree that self-testing be carried out at school. If the legal guardians or of age students do not agree, they must object to the testing. In this case, attendance at school is not possible.

Two (possibly more in regions with a 7-day incidence of more than 100) self-tests per week are to be conducted for each student at the schools, regardless of whether daily face-to-face instruction with minimum spacing or alternate instruction is taking place. The first self-test for the students of each week is usually to be administered on the first day of school attendance after each weekend.

In the elementary school, the respective group is tested on the 1st day of each attended class (blue group on Monday and red/orange group on Wednesday).

If distance-only instruction is ordered for the entire school, no self-testing will take place at school, with the exception of students in emergency care.

Self-testing will generally take place in classrooms.

Before and after testing, special attention must be paid to hand hygiene, i.e., hand washing. The tables are to be cleaned after the test when necessary.

Supervision and guidance during self-testing is always provided by the respective teacher.

Consequences for students who do not show a negative test result:

- a) No participation in face-to-face classes (including performance tests which take place within the framework of normal classroom activities).

If the result of the self-testing was positive, the outlined guidelines apply, in particular that the affected student must be isolated from other persons and must be picked up by the parent or guardian as soon as possible or sent home.

o If no negative PCR or POC antigen rapid test is available and the performance of a self-test at school is refused, the students are also not allowed to participate in the attendance classes and must leave the school premises. Supervision must be provided for students - if necessary - until a parent or guardian arrives; participation in all-day school activities is not possible.

b) Additional consequences for participation in classes:

Students who do not have a negative test result and are not willing to take a self-test at school, or students who are excused from attending face-to-face classes due to an individually assessed risk, can fulfil their school attendance obligation by taking advantage of offerings in distance education or distance learning; there is no entitlement to special offerings.

Handling of test results/data protection:

In general, the test results of the self-tests may be processed by the school exclusively for the school's purpose of maintaining classroom instruction, unless there are legal reporting obligations according to the Infection Protection Act (IfSG). The same applies to emergency care. The test results will be documented in an appropriate manner, outside of the student records, stored at the school - ensuring adequate protection against unauthorized access - and subsequently destroyed in an appropriate manner. Test results will be retained for a maximum of 14 days.

Specifically:

a) Negative test result

If a PCR or POC rapid antigen test is submitted to prove a negative test result, the school shall document the result in an appropriate manner (e.g., by making a note), however keeping the original or a copy in the student's file is not required or permitted. These write-ups will be retained only as long as necessary to verify authorized access - not to exceed 14 days.

(b) Positive Test Result:

If a self-test shows a positive result, the student shall be isolated from the rest of the class and shall not be permitted to continue attending school. He or she shall immediately isolate him/herself from others and reduce all personal contact as much as possible as a precaution.

A parent or guardian or students of legal age should immediately inform the health department of where the positive self-test took place.

The health department will order PCR testing, which is more reliable than self-testing, and will inform of further procedures.

Testing of teachers and other school personnel

Teachers and other school personnel are subject to the same testing requirements and testing options (PCR or POC antigen testing by medical professionals or self-testing provided) as students, except that self-testing may be done outside of school and without supervision if the individual assures that the test result is negative.

Teachers and others working in schools are encouraged to properly and reliably comply with the testing requirements, thereby facilitating the safest possible classroom instruction.

10. Emergency Care

For children for whom there is no other care option, the schools offer emergency care within the scope of the available organizational and personnel capacities until further notice.

Pupils in grades 1 to 6 can be admitted to the emergency care, as far as the infection situation allows.

11. Distance Learning

If there is again an alternation between face-to-face and distance learning, we offer, as in the last school year, a combination of work assignments and Zoom lessons. The elementary school has introduced the new learning platform Seesaw.

This will allow easy communication between students and teachers, as well as the transmission of learning content and work assignments. There will be a pedagogically balanced approach that allows for meaningful alternation of independent and digital collaboration from home.

12. Procedure in case of (possible) illness of a student or teacher

In the case of cold or respiratory symptoms, the following applies:

(a) In the case of mild, recent onset, cold or respiratory symptoms (such as rhinitis and cough, but without fever), all students may attend school only if a negative test result for SARS-CoV-2 (PCR or (preferably) POC antigen rapid test by a local testing centre, physician, or other appropriate agency) is provided. The test can also be done during illness

Sentence 1 does not apply in the case of a cold or cough of allergic origin (e.g. hay fever), blocked nasal breathing (without fever), occasional cough, scratching of the throat or throat clearing, i.e. in these cases attendance at school is possible without testing.

If students nevertheless enter school without presenting a negative test result for Sars-Cov-2 (PCR or POC antigen rapid test by a local testing centre, physician, or other appropriate agency) or a physician's certificate (e.g., allergic or chronic illnesses), they will be isolated at school and -if possible- picked up by parents and/or sent home.

b) Sick students with a reduced general condition with fever, cough, shortness of breath, loss of sense of taste and smell, sore throat or ears, cold, pain in the limbs, severe abdominal pain, vomiting or diarrhoea are not allowed to attend school.

Students may not be readmitted to school after becoming ill in any type of school until they are in good general health [except for mild cold or respiratory symptoms (such as a cold and cough, but without fever) or symptoms as described in the second sentence of subparagraph (a)] and a negative test result for SARS-CoV-2 (PCR or (preferably) rapid POC antigen test by a local testing centre, physician, or other appropriate agency) is provided. Testing may also occur during the illness phase.

If testing is refused and not to be conducted, the affected student may return to school provided he/she no longer exhibits symptoms of illness and has not attended school for seven days from the onset of symptoms of illness.

c) For teaching and non-teaching personnel, (a) and (b) shall apply accordingly.

In the case of confirmed COVID-19 disease, the following applies:

For contact person classification in the school environment, a risk assessment by the responsible health department is generally required.

Considering the recommendations of the RKI on contact person management, the public health department classifies the students, teachers and, if necessary, other school personnel as contact persons 1 or 2.

d) Procedure in all classes outside examination periods with regard to quarantine for SARS-CoV-2 infections in the school, the most current recommendations of the RKI and the instructions of the health authorities apply, as most recently stated in KMS dated May 06, 2021 (Ref. II.1-BS4363.0/786; including the letter from the StMGP dated May 06, 2021 (Ref. G54s-G8390-2021/2519-1)).

e) Procedure in case of positive self-test:

If a teacher or other school personnel receives a positive result in a self-administered test for SARS-CoV-2 (self-test), the affected individual should immediately seclude him/herself, i.e., reduce all contact as much as possible, and notify the health department and school administration of the positive self-test. A positive self-test should be verified by PCR testing. If a self-test performed at school by a student under the supervision of a person designated by the school administration shows a positive result, immediate segregation and reduction of contacts is also required. The student will not be allowed to continue attending classes; the trip home must be as low-contact as possible. The school management immediately informs the health authority in whose district the school is located of the positive test result and the name as well as the other information specified in Section 9 (1) IfSG (if known), i.e. essentially the name, date of birth, contact details of the pupil concerned. The health department will order PCR testing to verify the test result and will take over the management of the case. With the order of the testing, the segregation obligation according to No. 2.1.2 in connection with No. 1.2 AV Isolation in the version of the amendment announcement of May 28, 2021 (BayMBl. 367) applies. If the result of the PCR test is negative, the student may re-attended school immediately. If the test result is positive, the isolation will be continued according to AV Isolation.

13. Parents

- a. **Parents of elementary school students are permitted on school grounds only at 3:45 p.m. pick-up time.**
- b. Parent-teacher conferences
...will be held via Zoom. More detailed information will be sent to you.
- c. Parent meetings
...will also take place via Zoom. In urgent, justified exceptional cases, however, meetings can also take place at the school.
- d. Parent representatives
In consultation with the school management, the discussions of the parent representatives take place in the school in accordance with the applicable rules.