

Please note that this document has not been professionally translated due to its volume. The English version is only intended as a support.

Dear Parents,

We would like to make our hygiene concept available to you on our website in order to increase accessibility and transparency. The information in this concept includes guidelines for restricted and emergency care operations as stipulated by the Bavarian State Ministry for Family Affairs, Labour and Social Affairs.

Please read through the information as some updates and details have been added. All parents will be sent the hygiene plan via email as well.

Our aim is to provide a safe environment for our families and staff, as well as to provide care and educational opportunities in all modes of operation.

Kindergarten activities and daily routines during restricted operational and emergency care will be organized according to *the Framework hygiene plan for the implementation of the protection and hygiene concept for child day care and therapeutic day care centres according to the respectively applicable Infection Protection Measures Ordinance (Framework Hygiene Plan for Child Day Care and HPT) Rahmenhygieneplan zur Umsetzung des Schutz- und Hygienekonzepts für die Kindertagesbetreuung und Heilpädagogische Tagesstätten nach der jeweils geltenden Infektionsschutzmaßnahmenverordnung*

**(Rahmenhygieneplan Kindertagesbetreuung und HPT).**

In the interest of the safety of the school community, we would like to remind families who return from risk areas that they are subject to compulsory government testing and are responsible for keeping abreast of current travel regulations, restrictions and guidelines before returning to kindergarten. Current risk areas and information concerning your obligations when returning from abroad can be found on the following Robert Koch Institute websites: [www.rki.de/covid-19-risikogebiete](http://www.rki.de/covid-19-risikogebiete) and [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Tests.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Tests.html)

### Daily routines and hygiene plan for Bilingual Kindergarten PhorMinis Munich,

updated April 22, 2021:

#### 1. Student and staff illness

These regulations are applicable in case of student or staff illnesses (Bavarian State Ministry for Family Affairs, Labour and Social Affairs - *Framework Hygiene Plan for Child Day Care and HPT*, pg. 2):

- a. **Sick children and staff in a reduced general condition with a fever, cough, shortness of breath, shortness of breath, loss of the sense of taste and smell, sore throat or earache, cold, pain in the limbs, severe abdominal pain, vomiting or diarrhoea are not allowed to enter the kindergarten.**
- b. Children and staff exhibiting light cold and/or cough symptoms **without a fever** or no known contact with SARS-CoV-2, may **attend kindergarten only with a negative test result for SARS-CoV-2 (PCR or preferably POC antigen rapid test) is presented**. The test may be carried out during the illness phase. This does NOT apply in the case of a cold or cough due to **allergies** (for example hay fever).



- c. Following an illness (**including fever** and other flu symptoms), children and staff may only return to kindergarten if the child/staff member is again in good general health except for mild cold or respiratory symptoms (such as a cold and cough, but without fever) **and present a negative test result for SARS-CoV-2 (PCR or preferably POC antigen rapid test)**. In cases of symptoms due to allergies a negative test result for SARS-CoV-2 (PCR or preferably POC antigen rapid test) must also be presented in order to return to the kindergarten.
- d. Children who display a general decline in health while attending kindergarten (fever, strong cough, sore throat or ear ache) must be picked up within 45 minutes of notification by the kindergarten, as stipulated in your parent handbook. Parents will be given a form stating why their child is being excluded from kindergarten for **24 hours** and a recommendation of contacting their doctor for medical advice.
- e. Procedure in case of a confirmed case of SARS-CoV-2 disease  
If a confirmed case of SARS-CoV-2 disease occurs in the kindergarten, the person concerned should immediately isolate him/herself, i.e. reduce all contact as far as possible, and inform the health authority and kindergarten management. Kindergarten management will notify the Health Ministry and follow their direction concerning closure and quarantine of individuals, groups and/or the Kindergarten. Parents will be notified accordingly.
- f. No one is allowed on kindergarten grounds if they have tested positive for a SARS-CoV-2 infection with or without symptoms.
- g. All children and adults in quarantine are not allowed on kindergarten grounds.

## **2. General Rules of Conduct in Kindergarten**

- a. Physical contact between adults is not allowed (shaking hands, hugging, touching).
- b. A distancing of 1.5 meter between adults should be maintained. Children do not have to maintain social distancing in kindergarten.
- c. Meetings between parents and staff lasting longer than 5 minutes should be scheduled via Zoom.
- d. **Parents must keep their time in the kindergarten building and garden to a minimum time, no longer than 15 minutes.**
- e. External visitors are being limited and allowed on an individual basis.
- f. Walk on the right on the stairs and in hallways.
- g. **Parents should enter the back garden through the white gate door and exit through the garage when dropping off or picking up their children.**
- h. Parents should wait for the garage door to close behind them if they are the only/last parent exiting.
- i. Hand washing and Hand disinfection:
  - i. Hand washing should be done with soap and water for 30 seconds. Fingernails and skin between fingers should be given special attention. Single use paper towels should be used for drying hands.
  - ii. **All adults must wash or disinfect their hands when entering the building.** It is also recommended upon leaving the premises.



- iii. **Children must wash their hands immediately before or upon entering their group rooms, depending on sink accessibility.**
- iv. Staff and children must wash their hands before and after eating, diaper changes, after contact with animals, when dirty, when preparing food and after using the toilet.
- v. Staff must wash their hands after breaks and before handling food.
- vi. Staff must wear gloves and then disinfect their hands after removing the soiled gloves: after contact with bodily fluids, after contact with infected materials (soiled clothing) removing gloves, when administering first aid.
- vii. If hand washing is not possible, disinfect hands.
- j. Hand lotion is provided by the kindergarten for staff and children whose parents have signed and returned the appropriate permission form.
- k. Single use tissues should be used when coughing or sneezing or if unavailable, coughing or sneezing into your elbow.
- l. Personal materials such as water bottles and pens should not be shared.

### **3. Face Masks**

- a. All external adults and external children over the age of 6 years are obligated to wear a medical (surgical) mask or FFP2 mask, with a CE marking on the mask or packaging, at all times while on kindergarten grounds.
- b. Children enrolled in the kindergarten between the ages of 0-6 years do not have to wear a mask on kindergarten grounds.
- c. Staff must wear a medical (surgical) mask or FFP2 mask with a CE marking on the mask or packaging in shared spaces, unless they are able to maintain a 1,5-meter distance from others and have proper ventilation (such as on the playground).

### **4. Drop off and pick up**

In order to regulate the number of people in the building at high traffic times, such as pick up and drop off, set times and entrances have been assigned. Access to the kindergarten building is set by entrance, age and time slots and should be kept to 10- 15 time limit:

- a. **Crèche** – may enter through the front gate and door on Möhlstrasse for drop off and pick up.
- b. **Kindergarten**- may enter the building through the back gate and door on Neuberghauserstrasse. Kindergarten children may be dropped off in their groups. Children with a 3:30 pm pick up time should be picked up from their designated place in the back garden. Children picked up at 4:45 pm and 5:30 pm may be picked up from within the building.
- c. **Preschool** children should be dropped off in the back garden at 8:00am, 8:20am or 8:45am. Children with a 3:30pm and 4:45 pm pick up times should be picked up from their designated place in the back garden, 5:30 children may be picked up from within the building.
- d. Parents should confirm to staff at drop off that they and their children are feeling healthy and that they have not had contact with SARS-CoV-2 infected persons.



- e. Irregular pick-ups are not allowed between 3:00-3:30pm.
- f. Pick up and drop off outside of the above set times should be kept to a minimum and parents should ring the office to be let into the building.

#### **5. Shared Rooms and Outdoor space**

- a. Mixed morning groups will not take place during limited operations or emergency care. All children should be dropped off outside at their designated area or in their group rooms following the guidelines in sections 4a, b and c.
- b. Late group will be held in each child's group room. Only siblings may join other groups for late group, when their sibling is in attendance. Exceptions will only be made if staffing is unavailable. Children will then need to occupy different connecting rooms/ areas of the room by group.
- c. Groups will have individually scheduled garden time.
- d. Groups are encouraged to use the English Gardens/*Bürgermeistergarten* upon need/desire, but should not mix with other kindergarten groups or children and may not make use of public playgrounds.
- e. Napping/rest time: One Creche group will sleep in the common room on the first floor and the other in the basement sleeping room. Kindergarteners will sleep in their group rooms. Sleeping rooms will be aired before and after usage.
- f. Sport rooms may be used, but shared equipment must be disinfected between groups.
- g. Children should use their group assigned toilets when possible
- h. All rooms must have a CO2 reader in use during kindergarten opening times.
- i. All groups must be aired out regularly.
- j. Vorkurs Deutsch may take place in set groups in kindergarten.
- k. Internal sport and music courses may not take place.
- l. External outdoor clubs may not take place.
- m. External indoor clubs/activities may not take place.

#### **6. Food**

All meals will be taken only with set groups of children.

- a. Breakfast and afternoon snacks will be eaten in the group rooms.
- b. Kindergarten and Preschool children may only prepare food for themselves if they have individual cutlery, plates and individual portions of food (such as a spoonful of jam, a pat of butter and a slice of bread put on their plate) given to them by staff.
- c. Children must wash their hands before and after eating.
- d. Shared food must be presented so children may pick up individual pieces (such as sliced apples) without touching other pieces.
- e. Crèche will eat in their group rooms as usual.
- f. Kindergarten and Preschool will eat in the lunch area at their individually assigned times and rooms. Set times for entering, getting seconds and exiting the lunch area are set to prevent mixing in common areas.
- g. Lunch rooms and tables are cleaned between usages.
- h. Staff will distribute cutlery, water and food during lunch.



- i. Children are allowed to clean the tables in their groups with soap and water.
- j. Sharing of food between children is not permitted.

## **7. Cleaning and disinfection**

In addition to our normal hygiene plan, which is hanging in rooms around the kindergarten, some additional hygiene measures have been added to our daily cleaning in order to reduce risk in the kindergarten. We have always disinfected diaper changing areas between use, surfaces that bodily fluids have been in contact with, as well as kitchen areas as needed throughout the day.

Some additional information to take note of:

- a. Increased use of disinfectant in the groups is not advised in the Bavarian State Office for Health and Food Safety Corona Framework -hygiene plan for Child Care and Curative Education Day Care Centres. We have of course increased the cleaning in the groups of materials and surfaces (shelves, games, tables, handles, chairs, toys, etc.) using soap and water.
- b. Group rooms are aired throughout the day. Windows are left open when children are at lunch or in the garden.
- c. Shared rooms, such as the sport room and lunch rooms are aired while in use and between groups.
- d. Surfaces and materials are cleaned between group usages
- e. Surfaces which have come into contact with bodily fluids (such as vomit) will be disinfected.
- f. Cleaners have also been directed to clean handles, railings, commonly touched surfaces daily.
- g. All floors and common areas are cleaned daily.
- h. All restrooms are cleaned daily and upon need.
- i. Staff wear masks and gloves to prepare and serve food
- j. Educational baking with children may take place in restricted care but with the following safety measures in place:
  - a. Children are not allowed to directly touch any ingredients
  - b. Staff must wear gloves and face masks during preparation and serving
- k. Daily brushing of teeth will not take place during restricted or emergency care

## **8. Distance learning**

**During emergency care or closure of groups**, distance learning opportunities will be offered based upon staff capacity and student attendance in kindergarten.



**9. Parents**

- a. **Parents of Kindergarten and Preschool children have limited access to the building. See sections 2 and 4.**
- b. Parents' evenings  
will take place via zoom.
- c. Parents' meetings  
will take place via zoom or telephone.
- d. Parents representatives' elections and meetings  
will take place via Zoom.
- e. Parent interest evenings  
may only take place online.

**Please note that changes and updates may occur to these guidelines. We will inform you immediately in case of necessary adjustments to the implementation of the measures.**

With kind regards,  
Sheryl Finkbone

Head of Crèche and Kindergarten