

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, as well as house rules put in place with the safety of the PhorMinis community in mind

Please read through the information and as some updates and details have been made for transparency. All parents will also 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 they 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:

- <https://www.rki.de/EN/Content/infections/epidemiology/outbreaks/COVID-19/COVID19.html> (English)
- [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/nCoV\\_node.html;jsessionid=9FDB24B477B2B5C917D4A148A277F61E.internet112#doc13490882bodyText13](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV_node.html;jsessionid=9FDB24B477B2B5C917D4A148A277F61E.internet112#doc13490882bodyText13) (German)

## Daily routines and hygiene plan for Bilingual Kindergarten PhorMinis Munich, updated May 6, 2022:

### 1. Student and staff illness

These regulations are applicable in case of student or staff illnesses (based upon the Bavarian State Ministry for Family Affairs, Labour and Social Affairs **Framework hygiene recommendation for child day care and HPT, p. 1-2**):

- a. Sick children and staff in a reduced general condition **with a fever**, cough, 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 with newly-onset **mild** cold or respiratory symptoms (such as a cold and cough, but **without fever**), may attend kindergarten. We strongly recommend a self-test be taken for everyone's safety.
- c. Following an illness **including fever** and other flu symptoms, children may only return to kindergarten after 48 hours if the child is again in good general health except for mild cold



or respiratory symptoms (such as a cold and cough, but without fever).), We strongly recommend a self-test be taken before returning to kindergarten.

- d. In cases of ongoing symptoms due to allergies children may continue to attend with documentation of allergies.
- e. 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 (section 8).
- f. Persons testing positive for Covid should contact their doctor and are not allowed to enter the Kindergarten. It is the responsibility of the parents/staff member to keep informed of the current government guidelines concerning isolation and release from isolation in the city of Munich. Kindergarten management will inform the parents and staff in the group, in addition to the health authorities, of any positive cases in their group.
- g. All children and adults in isolation are not allowed on kindergarten grounds.
- h. Individuals returning following a SARS-coV-2 infection must comply with the current local regulations regarding release from quarantine.

## 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. Walk on the right on the stairs and in hallways.
- d. 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, hands should be disinfected.
- e. Hand lotion is provided by the kindergarten for children whose parents have signed and returned the appropriate permission form. Staff are also provided with hand lotions to protect and condition their hands while in kindergarten.



- f. Single use tissues should be used when coughing or sneezing or if unavailable, coughing or sneezing into your elbow.
- g. Personal materials such as water bottles should not be shared.

### **3. Face Masks**

- a. It is recommended for adults to wear a mask while in the kindergarten building, but no longer mandatory. It is recommended staff wear a mask in higher risk areas/times, but no longer mandatory:
  - a. in shared spaces (such as the hallway, break room, during large in person meetings)
  - b. if they are exhibiting light cold symptoms
  - c. have has a positive case of Covid in their room in the last 5 days
  - d. during morning drop off and afternoon pick up.

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

Inside drop off and pick up is now allowed for Crèche, Kindergarten and Preschool. Crèche pick begins at 2:15 pm, Kindergarten and Preschool pick up should begin no earlier than 3:00pm. If you need to pick up your child earlier than the previously listed times, please be sure to inform your child's group educators beforehand. Group pick up in the back garden between 3:20-3:30pm will no longer be required.

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

- a. Mixed morning groups may take place during holiday groups or on a need basis.
- b. Late group will be mixed by sub-department as needed/ desired. Siblings may be combined in late group for staffing or companionship reasons.
- c. Groups will have scheduled garden time according to sub-department (Crèche, Kindergarten, Preschool).
- d. Groups are encouraged to use the English Gardens/*Bürgermeistergarten* upon need/desire.
- e. Napping/rest time: Creche group will sleep in the common room on the first floor. Kindergarteners will sleep in their group rooms or together in the sleeping room in the basement. Sleeping rooms will be aired before and after usage.
- f. Children should use their group assigned toilets when possible
- g. Vorkurs Deutsch may take place as usual.
- h. Internal sport and music courses may take place as usual.
- i. External mixed **indoor** clubs may resume as of May 16, 2022.
- j. External mixed **outdoor** clubs may resume as of May 1, 2022.

### **6. Food**

- a. Breakfast and afternoon snacks will be eaten in the group rooms or outside.



- b. Kindergarten and Preschool children may prepare food for themselves using individual cutlery and plates
- 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 as usual
- g. Lunch rooms and tables are cleaned between usages.
- h. Children are allowed to distribute cutlery and water after washing their hands.
- i. Staff will distribute food with gloved hands
- j. Children are allowed to clean the tables in their groups with soap and water.
- k. Sharing of food between children is not permitted.
- l. Staff may resume baking and cooking activities with the children.
- m. Home baked goods are allowed for special occasions

#### **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. CO2 readers and air filters will continue to be used in groups rooms in addition to regular airing of the groups.
- b. Shared rooms, such as the sport room and lunch rooms are aired while in use and between groups.
- c. Surfaces are cleaned between group usages.
- d. Surfaces which have come into contact with bodily fluids (such as vomit) will be disinfected.
- e. Cleaners have also been directed to clean handles, railings, commonly touched surfaces daily.
- f. All floors and common areas are cleaned daily.
- g. All restrooms are cleaned daily and upon need.
- h. Staff should wear gloves to prepare and serve food.
- i. Daily brushing of teeth will resume mid-May.

#### **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' evenings

b. May take place in person, or via Zoom.

c. Parents' meetings

May take place, in person, via zoom or telephone.

d. Parents representatives' elections and meetings

May take place in person, or via Zoom.

e. Talking Phorms-Parent interest evenings

May take place in person, or via Zoom.

**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 Creche and Kindergarten