

Dear Parents,

We would like to our hygiene concept to be available to you on our website in order to increase accessibility and transparency. The information in this concept is the same as that sent to you earlier this school year via email, with some updates and added details for more transparency.

Kindergarten activities and daily routines will be organized according to the three-stage (phase) plan set in the Bavarian State Office for Health and Food Safety Corona Framework - hygiene plan for Child Care and Curative Education Day Care Centres (Bayerisches Landesamt für Gesundheit und Lebensmittelsicherheit Rahmen-Hygieneplan, Corona für die Kindertagesbetreuung und Heilpädagogische Tagesstätten)

[https://www.lgl.bayern.de/downloads/gesundheit/hygiene/doc/infektionsschutz\\_rahmen\\_hygieneplan\\_kindertagesbetreuung.pdf](https://www.lgl.bayern.de/downloads/gesundheit/hygiene/doc/infektionsschutz_rahmen_hygieneplan_kindertagesbetreuung.pdf)

The general overview table of the 3-stage plan has been sent to all parents via email and is also hanging on the Kindergarten information board.

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

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.

**Daily routines and hygiene-plans for Bilingual Kindergarten PhorMinis Munich, updated September 15, 2020:**

**1. Student illness**

These regulations are applicable in case of student illnesses (see Bavarian State Office for Health and Food Safety Corona Framework -hygiene plan for Child Care and Curative Education Day Care Centres, pg. 6):

- a. **Sick children in reduced general condition with fever, cough, sore throat or ear, severe abdominal pain, vomiting or diarrhoea are not allowed to enter the kindergarten.**
- b. Children exhibiting light cold and/or cough symptoms with **NO** symptoms of fever or no known contact with SARS-CoV-2, may attend kindergarten without a negative SARS-CoV-2 test.
- c. Re-admission to kindergarten after a child has been ill is allowed without a negative SARS-CoV-2 test result in stages 1 and 2, once the child is in good general condition and at least 48 hours have passed since the symptoms and fever have subsided (excluding light colds and occasional coughs symptoms).
- d. No testing for SARS-CoV-2 is required in stages 1 & 2. In case of doubt, the family doctor/paediatrician will decide on testing.
- e. In stage 3, admission or re-admission of children with symptoms of illness is only possible after presentation of a negative test for SARS-CoV-2 or medical certificate.
- f. 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 and a recommendation of contacting their doctor for medical advice.



g. Procedure in case of a confirmed case of COVID-19 disease

If a confirmed case of COVID-19 disease occurs in the kindergarten, the kindergarten will notify the Health Ministry and follow their direction concerning closure and quarantine of individuals, groups and/or the Kindergarten. Parents will be notified as soon as possible.

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

- a. Physical contact between adults is not allowed (shaking hands, hugging, touching) in all stages.
- b. A distancing of 1.5 meter between adults should be maintained in all stages. Children do not have to maintain social distancing in kindergarten.
- c. External visitors should be limited in stages 2 &3.
- d. Walk on the right of the stairs and hallways.
- e. 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.
- 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 and pens should not be shared.

**3. Face Masks**

Information on guidelines of how to wear a mask correctly can be found in at here: <https://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-Mund-Nasen-Bedeckung.pdf>



On p. 3 of this leaflet you will find the reference to the specifications of the federal states. On the corresponding page with the Bavarian regulations, the mask to be worn is clearly defined

(See screenshot on page 1 of the German version) What is meant by a "mask"?

*For the daily use of the "normal citizen", any suitable precautions that prevent the spread of droplets caused by speaking, sneezing or coughing are sufficient in principle. This can also be a raised scarf. So-called everyday masks/"community masks" are most common. They can be self-sewn from fabrics (100% cotton, fabric as dense as possible). They do not offer complete protection.*

*Medical masks are mainly used in the medical field, in hospitals and care facilities (so-called FFP2/FFP3 masks).*

*Further information: Visors (made of plastic or other material) and so-called face shields are not an equivalent replacement for a mask, as they do not have a textile finish and do not completely cover the mouth and nose area. However, they can be worn/used in addition to the mouth-nose cover.*

An exemption from the mask duty is only possible with a medical certificate; the valid hygiene plan states that "all persons for whom §1 paragraph 2 of the 6th BaylFSMV provides an exemption are exempt from the mask duty". In this case it must be clearly confirmed that "due to a disability or for health reasons, the wearing of a mouth-nose cover is not possible or unreasonable". In this case, it must be noted that in the event of such an exception, the minimum distance of 1.5m must also be observed in the classroom between adults.

Parents, external children over the age of 6 years, and external adults (delivery persons, janitors, cleaners) are obligated to wear a mask on kindergarten grounds, including while settling in children.

Children enrolled in the kindergarten between the ages of 0-6 years do not have to wear a mask on kindergarten grounds.

Staff must wear a mask in shared spaces in all stages and in group rooms with other adults in stages 2 & 3, unless maintaining a 1,5-meter distance in group room from other adults.

#### **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 at their set times.
- b. **Kindergarten** - may enter through the back gate and door on Neuberghauserstrasse at their set drop off times. Children with a 3:30pm pick up time should be picked up from their designated place in the back garden, 4:45 pm and 5:30 children 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. Irregular pick-ups are not allowed between 3:00-3:30pm.



- e. 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**

Groups mixing will be determined by stages.

- f. Late Group and Morning groups will be mixed in stage 1, will be in group rooms in stages 2, unless unavoidable & only in group rooms in stage 3.
- g. Use of the garden will be limited to mixing of sub-department in stage 1 (Crèche, Kindergarten, Preschool). In stages 2 each group has a designated garden times and days and should not mix unless unavoidable. In stages 3 each group has a designated garden times and days and should not mix. Groups may use the English gardens/*Bürgermeistergarten* upon need/desire, but should not mix with other kindergarten groups or children during stages 2 & 3.
- h. Napping will be mixed between Crèche groups (common room on first floor) and Kindergarten (sleeping room in basement) during stage 1. In stages 2 & 3 one Crèche group will sleep in the common room and the other in the basement sleeping room. Kindergarteners will sleep in their group rooms. Sleeping rooms will be aired before and after usage.
- i. Sport rooms may be used, but shared equipment must be disinfected between groups.
- j. Children should use their group assigned toilets
- k. All rooms must be aired out hourly in all stages.
- l. Vorkurs Deutsch may take place in set groups in kindergarten during all stages.
- m. Internal sport and music courses may take place in stages 1 & 2.
- n. External outdoor clubs may take place during stages 1 & 2.
- o. External indoor clubs/activities may take place in stage 1.

### **6. Lunch and snack**

Groups will eat separately from each other in fixed areas at set times for lunch and in their groups for snack. Lunch rooms are cleaned between group usages. During stage 1 children are allowed to help set the table after washing their hands. In stages 2 & 3, staff will distribute utensils and food.

- a. Crèche will eat in their individual rooms in all stages from 11:00-11:45am.
- b. 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 including the hallway during stages 2 & 3.
  - i. Purple Group: 11:00-11:35
  - ii. Orange Group: 11:10- 11:45



- iii. Yellow Group: 11:55-12:25
- iv. Green Group: 12:15-12:45
- v. Blue Group: 12:30-1:00

### **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, kitchen areas and 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 as 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 (such as sport equipment and tables).
- e. We are disinfecting tables at the end of the day in the groups.
- f. Cleaners have also been directed to clean handles, railings, commonly touched surfaces daily.
- g. In stages 2 & 3, staff wear masks and gloves to prepare and serve food
- h. Baking with children may take place in stage 1
- i. Daily brushing of teeth in groups will only take place in stage 1

### **9. Distance learning**

If limitations are set for children to attend in stage 3 or due to 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 entrances and exits section above.**
- b. Parents' evenings

Will take place via zoom.



c. Parents' meetings

Will take place via zoom or telephone. In urgent, justified exceptional cases, however, the discussions can also take place at school.

d. Parents' representatives

Elections and meeting will take place via Zoom

e. Parent interest evenings

Will not take place at the moment, but should circumstances change, parents will be notified.

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