

Protection Measures COVID

Additions to the existing hygiene concept School start School Year 2021/22

FOUR-FOREST School Zug

The supplements to our existing hygiene concept include the additional measures that will be taken with regard to COVID. As a recognised public school, we are obliged to ensure at all times that the guidelines and directives of the Canton of Zug are implemented at our school. According to the Canton of Zug, as a public school we are still entitled to determine and implement even stricter measures with regard to Covid in indicated situations.

MAIN RULES:

- Only those persons who belong to the school community will be allowed into school. We will aim to have as few parents in school as possible.
- The wearing of masks within the school remains compulsory for all adults until further notice.
- Pupils from grade 1 onwards are obliged to wear a mask from 2nd December 2021.
- The children are instructed how to put on and take off the masks properly and how to dispose of them.
- Masks may be taken off at the desks.
- There are exceptions to this for teachers and staff if they are at their workplace and can keep the distance to adults and pupils.
- Disinfectant is provided in the entrance and exit areas of the school.
- All children will wash their hands with soap before the start of lessons.
- All adults must observe the social distancing. If this distance cannot be kept a mask shall be worn. For example, during a school event.
- **We will all continue to follow the government (BAG) rules on hygiene and social distancing as follows:**
 - **IMPORTANT:** Parents are responsible for ensuring that sick children do not come to school (no symptoms according to BAG)
 - **IMPORTANT:** If you have spent holidays with your children in a risk country according to the BAG, the quarantine regulations for all family members must be observed (www.bag.admin.ch und www.zg.ch/corona).
 - Social distancing – adults must keep their distance at all times.
 - There are no social distancing rules for children at school.

- Do not shake hands.
- Sick children or sick members of staff must stay at home.
- Remember to sneeze/cough into your arm and dispose of tissues immediately after use.
- Masks, plastic gloves and paper tissues may only be disposed of in closed containers.

HAND HYGIENE

Children and staff should wash their hands regularly with soap. In addition, disinfectants are available at various places in the school for hand cleaning. Hand cream is also provided. Hands must be washed in the following cases:

- If your hands are dirty
- before preparing food
- before and after a meal
- after blowing your nose, coughing or sneezing
- after using public transport
- after close contact with materials, equipment or personal items used by people who are ill
- before putting in or removing contact lenses
- before using a face mask
- after taking off a face mask
- after going to the toilet
- after putting something in the bin
- after a physical education lesson

TOILETS

- The toilets will be checked and cleaned several times a day.
- There will be ample soap and paper towels available.

EXTRA CLEANING RULES

- Our caretaker team makes sure that all door handles, toilet facilities and other exposed areas are cleaned every day on a regular basis.
- Special, closed containers are provided for the disposal of gloves, masks and paper handkerchiefs. The contents of these containers are disposed of daily.
- The caretaker is responsible for ensuring that there is always enough hygiene material on site and that the necessary orders are placed in good time.

LUNCHTIME

- Lunch will be delivered by a person wearing a mask and gloves.
- Staff serving lunch will wear face masks and disposable gloves.
- The procedure for warming up and dishing up the meals is organized in such a way that the distances can be kept well.
- There is no-self-service. Lunch is dished up by the lunchtime team.

PARENT MEETINGS

- **Parents' meetings and obligatory events (parents' evenings/information events) can still be held at the school. We adhere to the cantonal regulations and the guidelines of the BAG.**
- **Only one parent is allowed at parent-teacher conferences and compulsory events.**
- **Special events (Christmas etc.) should be avoided for the time being. As soon as the epidemiological situation has calmed down, the situation will be reassessed.**

CLASSROOMS

- The existing desks in the classrooms may be placed normally.
- Partner and group work may still take place.
- Teachers will make sure classrooms are well ventilated after every lesson.

FRONT DESK

Enquiries to the school management or our office should be whenever possible made by telephone or e-mail. If physical contact is necessary, the distance rules must be observed. Please pay attention to the attached floor markings.

DROP-OFF PROCEDURE

- The **One-Way System** for entering and leaving the school remains unchanged.
- **Parents of primary school** do **NOT** enter the school if possible. Children will be brought to the main entrance. The farewell takes place downstairs.
- All parents & children **use the stairs by the main entrance.**
- Access to the school via the **lift will remain closed** until further notice.
- The older children enter the school whenever possible without their parents' company.
- **Younger children from Kindergarten can be accompanied all the way to the cloakroom.** Parents then leave the school immediately using the one-way system via the stairs at the back exit of the school.
- **Preschool parents accompany their children to the cloakroom of the preschool,** where they are expected by the preschool team.
- All parents **leave the school via the stairs at the back exit in the preschool area** in order to maintain the one-way system. The door at the **back exit** is newly equipped

with an **electronic door opener** which is mounted at a height that can only be operated by adults.

IMPORTANT:

- Adults must always keep **distance in front of and inside the building.** This rule applies to the stairs and the school corridors too.
- Wearing a mask in the building is compulsory.

PICK-UP PROCEDURE

- The **One-Way System** also applies when picking up the children.
- **Kindergarten children** who go home at 3.15 p.m. (12 p.m. on Wednesdays) will continue to be picked up in front of the classroom.
- **Primary school children** going home at 3.15 p.m. (12 p.m. on Wednesdays) will continue to be taken **outside the main entrance** where they will be met by waiting parents.
- **Children from the Pre-School** and children attending the School Club or an activity will be **collected by their parents from the After School Club.**
- Parents who need to enter the school while picking up their children will use the stairs at the main entrance.
- There may be short waiting times in the stairs when collecting the children. Please be patient and observe the distance markings in the stairs.
- The lift is not available.
- To ensure that the **One-Way System** can be maintained when picking up the children, we ask all parents to leave the school via the stairs at the rear exit. The door at the **back exit** is newly equipped with an **electronic door opener** which is mounted at a height that can only be operated by adults.

IMPORTANT:

- Adults must always keep **distance in front of and inside the building.** This rule applies to the stairs and the school corridors too.
- Masks are compulsory throughout the building for all pupils from Grade 1.
- **Wearing a mask in the building is compulsory.**

SECURITY AROUND THE SCHOOL PREMISES

- When leaving the school via the stairs at the back exit, **please note that you then use the small footpath on the left side of the large meadow to get back to the main entrance.**
- From the stairs at the back exit you can also easily reach the underground car park.

CATERING, EARLY BIRD, AFTER-SCHOOL CLUB & AFTER-SCHOOL ACTIVITIES

- The mask requirement for pupils from Grade 1 also applies in the After School Club.
- The above services are offered according to the individual bookings made by the parents.
- Hygiene and social distancing rules will apply.
- All course leaders and after-school leaders will be responsible for following the hygiene and social distancing rules outlined in this document.
- The ONE-WAY system must also be used correctly before and after school.
- Parents or carers picking children up from after-school may enter school through the main entrance (using the stairs) and collect their child directly from the after-school classroom and leave the school using the back exit.

BREAKTIMES

- Masks may be removed during the breaks.
- Children will spend their breaks in smaller groups.
- Children from different grades will not mix. Children will not be put into their houses.
- Children must not share drinks, snacks or lunch with anyone else.
- Due to the current situation we also refrain from bringing birthday cakes to school.

SCHOOL BUS

- When using the school bus, the bus driver and adult accompanying persons as well as the children of the 1st to 6th primary classes wear a mask.
- The bus driver and all adults in the bus will wear a face mask.
- In accordance with the instructions of the Federal Office of Public Health, older school children (from 4th grade) will wear a mask when using our school bus. These masks are provided by the school.
- The school bus will only be used for necessary trips such as to P.E. lessons or to the forest.
- Children will be instructed how to put on, take off and dispose of a mask properly.

MOVEMENT & SPORT

- Movement and sports lessons will take place.
- Whenever possible, these lessons will take place outside.
- Only during gymnastics lessons are the masks allowed to be completely removed.

TESTING

- Twice a week, the pupils of the 4th-6th primary classes and the entire team are tested for COVID by means of a rapid test.
- Contact Tracing informs the parents of any affected children or team members directly about the results.
- Parents and team members are requested to inform the school management immediately in the event of a positive result.
- Further information on testing can be obtained from the school management.

ISOLATION ROOM

- As a general rule, no sick children or sick staff members are allowed in the school.
- If you are unsure, please contact the school management.
- If a child feels ill during the day and shows symptoms according to the BAG, the child is immediately taken to the isolation room and cared for. The child's fever is taken and the parents are informed immediately. We use the first group room in the Talentia area as an isolation room.
- The child's doctor or Contact Tracing decides on further measures. The current regulations of the BAG apply.

Note: The document is continuously adapted based on information and requirements from the federal government, cantons and municipalities.

This policy will be regularly reviewed and adapted in accordance with guidance from federal, cantonal or communal authorities.

Last update 07.12.2021