

COVID-19 hygiene and general measures

(Information for staff and parents)

General hygiene measures

- Teaching/Assistant Staff will wipe all tables and chairs before and after the lessons in the classrooms. There will be hand sanitisers and disinfectant for cleaning surfaces in the classrooms.
- Students will need to disinfect their hands on arrival in their classroom, after visiting the toilets, and also before and after break time.
- Students need to bring in their own work equipment, nothing should be shared.
- In case of a first aid incident the first aider has to wear a protective face mask.

Lessons, location/rooms

- Within the school grounds students, teaching staff and families are advised to maintain social distancing between each other.
- Windows and doors in the classroom will remain open as much as possible during lesson time.
- Within the classrooms the students will be seated at appropriate distances from each other.
- If possible lessons may also be moved outside.
- There will be staggered break times so that only three class groups at a time will be in the different outside areas.

Drop-off and Pick up

The lessons start punctually at 10 am. Students can gain access to the school from 9.50 am. Parents should not enter the school building but drop children off at the door.

- Hands will be disinfected on arrival in their classrooms.
- If a student has to be collected before the regular end of the school day our office duty member should be informed of the pickup time when arriving at the school in the morning, in order to pass on the information to classroom staff.

- At the end of the lessons the classroom teachers will accompany their own class groups to the front of the main building. There will be staggered collection times.
- Children of teachers/assistants will have to wait in their own classroom unless they are getting collected by another authorised person.
- Students will only be handed over to persons who are authorised to collect, unless there is permission for them to go home by themselves.
- If the collecting person is late for their collection timeslot, the student being collected **must** wait inside the entrance area at the staircase.
- Parents should observe social distancing when waiting during drop off and collection respectively.

Distance rules, visitors, face masks

- The number of visitors, such as students for trial sessions or job applicants, will be restricted.
- Parents should not have access to the main building or the classrooms. Exceptions can be made in important circumstances.
- On arrival at the school site, families should maintain a safe distance to other families.
- Masks are no longer mandatory for adults and students aged 11 and above but we recommend that they are worn by these individuals in corridors or in classrooms where students work not at their assigned desk but more closely, e.g. in small group work, and they may be worn in classrooms at any time at the individual's choice.

Teachers and assistants are advised to wear masks if they cannot keep a distance of 1 m from the students or if they move between the tables.

Masks, if to be worn, have to be brought in by students and their parents themselves.

In the event that there is an increase in positive cases we may revise this guidance on mask wearing.

Rules in case of COVID-19 symptoms

- Children must not be sent to school in general if they are ill.

- Students showing Covid-19 symptoms (e.g. a high temperature; a new, persistent cough; a loss or change to their sense of smell or taste - but please be aware that currently dominant COVID variants also display other symptoms so exercise caution) should not attend lessons at the Saturday School for 10 days, unless they have tested negative for COVID since the onset of symptoms.
- If someone in a student's household has Covid-19 symptoms, the student should not attend the Saturday School, unless a negative test result of the person who presents the symptoms has been obtained since the onset of symptoms.
- If students present themselves with Covid-19 symptoms at the Saturday School **without** the parents having confirmed in advance that they have tested negative for COVID since the onset of symptoms, they will be isolated and the parents contacted in order to arrange to pick up their child. The student has to stay away from school for 10 days unless a negative test result can be presented.

Rules in case of positive COVID-19 test results

- The German Saturday School has to be informed if a student has been tested positive for Covid-19 after a Saturday School Saturday. All parents of that class group will be informed (without naming the affected student) and it is recommended to carry out regular free lateral flow tests or a free PCR test in the 10 days following the last school Saturday to identify a potential asymptomatic infection.
- In case a member of a student's household has been tested positive for Covid-19, it is strongly recommended **not to send the student** to school unless the student themselves has tested negative for Covid-19.
- The German Saturday School will inform their landlord, St. Bede's School, if there has been a confirmed case of Covid-19 of a student so that necessary measures can be taken by them.
- The German Saturday School will engage fully with the NHS Test & Trace process and pass on necessary data (names, phone numbers) if requested.

German Saturday School committee members, teaching and assistant staff also have to abide by the above measures regarding cases of Covid-19 symptoms and confirmed Covid-19 cases. These individuals, unlike students, provided they are 18 or over, will need to self-isolate for 10 days after close contact with a positive Covid-19 case unless they are fully vaccinated.