

# Reopening Plan

(Protection Concept  
for Non-Teaching Staff)

## 2020

 INTERNATIONAL SCHOOL  
OF ZUG AND LUZERN

respect | motivate | achieve





## Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of the opportunities and challenges in a spirit of enthusiastic inquiry.



## Our Vision

We help every student turn their learning into action, creating the opportunity to stretch themselves further and achieve more than they believe possible.



## Our Values

**We respect.** We show empathy and are inclusive and thoughtful in our interactions with others. Every person is valued and valuable.

**We motivate.** We inspire each other and grow by building on everyone's individual and collective passions.

**We achieve.** We create an exceptional learning environment focused on academic achievement and holistic development.

# Contents

<b>Our Rationale .....</b>	<b>4</b>
Health, Wellness and Safety are our Priority .....	4
Our Continuity of Learning Plan Anchors Us.....	4
Reopening Plan needs to be Flexible and Adaptable.....	4
Families have a Choice.....	4
<b>Overview of Plans by Division .....</b>	<b>5</b>
Zug Campus (Primary School & Middle School) .....	5
High School Campus .....	5
Chalet Bergheim.....	5
<b>General Health and Safety Precautions.....</b>	<b>6</b>
Aims of the Precautions.....	6
Hygiene.....	6
Entry to Buildings.....	7
Physical Distancing.....	7
“Bubble” constancy.....	7
Illness & vulnerable people.....	8
Special: Cleaning and Ventilation of Rooms .....	9
Special: School Buses.....	10

## Our Rationale

The Swiss authorities confirmed that schools would begin to reopen, beginning with compulsory grades, on May 11. The Leadership Team and the ISZL Board have carefully considered how to balance the safeguarding of the health of our students, staff, and families with our community's educational needs.

What follows is, we believe, a prudent and realistic path, which acknowledges the importance of student-to-staff contact and students' peer-to-peer contacts, while being clear about the fact we are still in the midst of a pandemic and need to mitigate risks to the extent this is possible. To that end, the following are the four key principles that will guide the reopening of ISZL's campuses.

### Health, Wellness and Safety are our Priority

Further to adhering to the Federal and Cantonal guidelines regarding hygiene measures, we have also taken into account the need for appropriate physical distancing measures. When considering the return of all 1,000 students and staff to the Zug campus and measuring each of the corresponding learning spaces, it was confirmed that our classrooms cannot accommodate more than ten students at a time when implementing physical distancing norms. What has been one of our strengths - a campus designed to bring people together - now presents a challenge. As we are prioritising physical distancing, we will organise classes into smaller groups, which will alternate their days on campus.

### Our Continuity of Learning Plan Anchors Us

Our Continuity of Learning Plan (which sets out how our At-Home Learning is delivered) is working very well, with both parent and student surveys conveying a high degree of satisfaction. Based on surveys at the end of weeks 1 and 3, the satisfaction rates associated with our At-Home Learning have been around 80%.

The anchoring of our reopening plan to the Continuity of Learning Plan will ensure an uninterrupted learning program and structure for those staff and students who are under quarantine or are self-isolating due to personal or family health risks, and will not be able to return to campus at this time.

### Reopening Plan needs to be Flexible and Adaptable

Since the outbreak of Covid-19, we have all been required to adapt and change quickly and regularly. Our reopening plan is designed so that we can respond rapidly to changing circumstances. Based on our learning from other schools around the world that have already returned to campus, our reopening plan is designed to accommodate a continuous change in student and staff attendance.

### Families have a Choice

If families choose not to return to campus at this time, then the Continuity of Learning Plan (and At-Home Learning) continues, and can be accessed five days a week.

## Overview of Plans by Division

The solutions we have arrived at are different in our Primary, Middle and High School divisions, reflecting the different rules we must abide by, the differing physical space available in each school building, the age of the students, and their developmental needs.

### Zug Campus (Primary School & Middle School)

The Zug Campus will open to small groups of students from 11 May.

### High School Campus

The High School (from ages 15 to 18, Grades 9-12) building will not be reopening at this time.

### Chalet Bergheim

Chalet Bergheim, our Outdoor Education Centre, will not be reopening at this time.

# General Health and Safety Precautions

## Aims of the Precautions

The primary aim of our health and safety precautions is to avoid, or at least minimise the risk of, person-to-person transmission of the virus, even though many people are inter-mingling in a relatively confined space.

Our intention is that only people who need to be on our campuses will be there. If possible, the work obligations of non-teaching staff are to be fulfilled from home, possibly substituting work in deviation from the employment contract.

## Hygiene

Posters explaining the protective measures in accordance with the FOPH will be prominently displayed at each entrance and via the website. Information will be sent to staff via email.

Hand washing and other normal hygiene rules (such as coughing, etc.) will be encouraged and facilitated. Ventilation will be enhanced by having windows and doors open whenever and wherever possible.

**Masks:** As a school there is no expectation for staff to wear a mask (except for cleaners and cleaning custodians whilst working), however staff may do so if they choose. Masks are available for all staff to use on public transport for their journeys to and from work.

- Line managers should regularly instruct and inform their staff about hygiene measures, and ensure compliance with the measures described.
- Wherever possible, staff who are particularly at risk should be assigned tasks with a low risk of infection.
- Staff will be regularly reminded of normal hygiene rules (eg coughing, handwashing, etc.).
- All children and staff must wash their hands and/or sanitise them before they enter the building; at the beginning of the day, after being outside, after using the toilet, before they eat or any other time they enter a room.

### Expectations Around Use of Materials:

- Non-teaching staff should stow away all unnecessary materials (e.g. information brochures in the reception areas).
- Staff are required to keep their work spaces clear in order to facilitate cleaning.
- Staff are asked NOT to visit the library to collect materials, even after hours.

### Cleaning of the building:

- Hand sanitiser is available at the entry point of each building and in classrooms without hand washing facilities in the room.
- Desks will be cleaned throughout the day.
- Banisters, door handles, light switches, elevator buttons, etc. will be cleaned on a continuous basis throughout the day.
- Toilets and sinks will be cleaned on a continuous basis throughout the day.
- Bins will be emptied in the middle of and at the end of the day.
- All public areas, e.g. reception will be cleaned throughout the day.
- Offices and classrooms will be regularly ventilated throughout the day.

## Entry to Buildings

In accordance with the regulations from the Swiss Authorities, only students, staff and other adults involved in the normal running of a school are permitted in the school buildings.

The school buildings and all outside spaces are closed to all at 3.30pm.

Where possible, non-teaching staff are to restrict their movements to certain buildings.

### Visitors

- Visitors are allowed access to the campus only if they are involved in the normal running of the school (e.g. deliveries, repair work people etc.)
- All visitors will be required to complete a Visitor Form to allow for contact tracing if required.
- Visitors will be required to declare that they are well and have been symptom-free for 48 hours
- Visitors will be required to follow hygiene rules and regulations and sanitise or wash their hands prior to entering the school buildings.

## Physical Distancing

All movement around and within ISZL's buildings is to happen with the expected minimum of 2m distance.

- To avoid large crowds, non-teaching staff can agree to specific public transport travel times with their line manager.
- One person (adults and children) at a time can use the elevator. Hands should be sanitised on exiting and entering the elevator.
- Staff must use the 2m distancing when entering and leaving the buildings.
- Staff must maintain the adult-to-adult and adult-to-children 2m distancing rule whenever possible.
- Where necessary to maintain 2m distancing, shared office space will be changed around to ensure this. If that is not possible, staff should work with their backs to each other.
- The lunchroom is an area that can be used by non-teaching staff to work while maintaining appropriate physical distancing.
- If non-teaching staff have a job that involves being on campus, their line manager will be in touch on how to comply with physical distancing requirements.

## "Bubble" constancy

Each person's "social bubble" is the group of people they come into contact with regularly. Our goal is to minimise each staff member's "bubble".

- The number of people and groups entering each room will be restricted in order to limit the possibility of cross-contamination.
- If non-teaching staff are able to work from home, they will continue to do so.

## Illness & vulnerable people

If a member of staff is categorized as a vulnerable person as per the Swiss recommendations, they should talk to their doctor in order to receive a medical certificate and discuss with their line manager.

**Staff who are unwell:** Staff who show any signs of illness may not come to work on the campus.

- No staff member may come to school if he or she is showing any symptoms of illness which could be passed onto another child or adult.
- If any member of the household has symptoms of COVID-19, that staff member should not come to school and should refer to the school's ISZL Illness and Fever Policy to guide next steps.
- Staff who show signs of illness or have a temperature 37.8°C (100 F) or higher will be given a mask to wear whilst preparation is made for them to leave campus.
- Staff can return to school 48 hours after no longer showing ANY symptoms of illness.
- If a member of staff who has been at school is suspected to be infected with COVID-19, they should follow BAG guidelines and contact a doctor for advice and testing.
- If a member of staff who has been at school is confirmed to be infected with COVID-19, the school must be informed in order to communicate with other staff and students that they may have been in contact with.
- It is expected that staff with proven COVID-19 will follow BAG guidelines and quarantine themselves in the home, away from others family members, and avoid all physical contact with persons in the home.

**If a family member of staff is ill:** If someone in a staff member's house has COVID-19, staff should stay at home out of precaution. They should isolate themselves from the ill person and contact their doctor to ask to have the ill person tested as our staff are considered key workers and need to return to work. If it is confirmed that it is not COVID-19, staff should return to work.

If the family member, with whom staff live, has a confirmed case of COVID-19, the employee should not return to work for 10 days or until the infected person is symptom free for 48 hours.

Staff should consult the school nurse for advice on medical issues.

## Special: Cleaning and Ventilation of Rooms

There should be regular cleaning of all surfaces and objects after use as required, especially if they are touched by several people. All rooms should be regular ventilated (by all staff).

### Instructions for staff (not cleaners):

- Ventilate rooms for about 10 minutes before and after each class session or after 90 minutes. In total, the office should be ventilated at least four times a day.
- Surfaces and objects (e.g. work surfaces, keyboards, telephones and working tools) should be regularly cleaned with soap and water, or for electrical items wiped with disinfectant sprayed on a cloth.
- In the case of shared use, cleaning must be carried out before each change of staff.
- If staff use the lunchroom to work in, they should use the soap and water supplied to clean the table/seat surfaces after use.

### Instructions for cleaners:

Cleaners are expected to wear masks and gloves whilst they work. Optional eye protection is available.

- Banisters, door handles, light switches, elevator buttons, stair railings, coffee machines and other objects that are often touched by several people should be cleaned on a continuous basis throughout the day.
- Toilets and sinks should be cleaned on a continuous basis throughout the day. Eye protection must be worn when cleaning toilets.
- Bins should be emptied in the middle and at the end of the day. Bins that have been used for mask disposal at the entry points to buildings will be emptied by 11.00am.
- All public areas (e.g. reception) should be cleaned throughout the day.
- Avoid touching waste; always use tools (brooms, shovel, etc.).
- Gloves must be worn when handling waste and immediately disposed of after use.
- Do not squeeze waste bags.

## Special: School Buses

For safety reasons, any school bus driver who falls into one of the risk groups, as defined by the Swiss health authorities, will be asked to remain at home and not to return to their driving duties until further notice.

Masks, gloves and sanitisers are available for bus drivers.

- Drivers are to wear masks during the full tour, one for the morning tour and a new mask for the afternoon tour.
- When picking up children in the morning, a safety distance of 2m is to be kept between driver and the parent/adult accompanying the child to the bus.
- Opening and closing of the bus doors is to be done by the driver only.
- Assisting with closing of seatbelts should be only done by the driver (or elder sibling, where applicable). No person other than the driver or registered passenger should enter the vehicle.
- Upon arrival to school, children who need to be accompanied to their drop off point will walk there with the driver and should carry their own bags, jackets, etc. The driver is not to hold hands with the child and needs to keep a safety distance of 2m from the teacher the child is handed over to.
- Bus drivers are responsible for the cleaning of the buses after use. They must use the products supplied by the school for this purpose. Used masks and any paper wipes must be disposed of in provided bins and not left in the bus.
- Drivers are to wipe down the iPad surfaces after their drive.
- All buses will be fitted with transparent safety protection between driver and passenger area.
- Drivers do not enter the front office. Keys, etc. should be placed in the transportation office.
- No passengers should be transported in the front seat of the bus next to the driver.
- No driver meetings to be held involving more than 5 persons at once.
- Any documents the drivers need to hand in should be deposited in the ISZL mailbox near the barrier.
- A document highlighting the safety concept key points to be issued in German for all drivers. Full guidance of mask use and safety measures will be provided.
- Departure protocol for the afternoon staggered dispatch should involve all children to be brought to the bus as a group, hand over from teacher to driver to be completed with the 2m safety distance and the driver is to check seatbelts and close the door once boarding is complete.
- Once children have been seated and the bus is ready for departure, they are no longer to exit the vehicle.
- Dropping children off at their destination at the end of the day will be done following the same guidelines as during the morning ride. Only the driver will open/close the bus door and hand the child over to the parent/designated adult keeping the 2m safety distance.
- Drivers are not to remain on campus between their tours. Coffee meetings in the school building will not be possible.
- Should the driver have any concerns during his/her tour (ie. pick-up delay, parent late to receive child, concern over a sick child entering the bus) he/she is to seek guidance from the school office or transportation manager by phone.