

# School Safety Concept for Students, Staff and Families

Updated December 2021 (Academic Year 2021-22, edition 3)







## 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 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.

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## Our Rationale

Schools across Switzerland are remaining vigilant during the pandemic, with measures taken to limit the spread of Covid-19, dependent on age. At ISZL, our Leadership Team and the ISZL Board continue to consider how to balance the safeguarding of the health of our students, staff, and families with our community's educational needs.

Our decision-making is based on the following factors:

- Federal and Cantonal requirements
- Transmission rates within Switzerland and Canton Zug
- The needs of our students, both educational and socio-emotional
- The safety of our staff
- Best practice from fellow international schools.
- Models from Swiss schools similar to ISZL within Canton Zug
- The twice-weekly Cantonal testing programme for students from Grades 4-12 and staff
- The vaccination rate nationally, within Canton Zug and within the ISZL community.

We aim to balance the importance of student-to-staff contact and peer-to-peer interaction, while remaining mindful of the Covid-19 threat. A school committee, the ISZL Covid Team, meets each week during term time and, if necessary, during vacations to assess school safety during the pandemic.

These are ISZL's guiding principles:

### **Health, Wellness and Safety are our Priority**

We are scrupulously following Federal and Cantonal guidelines regarding hygiene measures, and appropriate physical distancing. Our Covid team meets weekly in term time and during vacations if necessary.

Masks are an important way to mitigate the spread of Covid-19. Currently, all students from Grade 1-12 are required by Canton Zug to wear surgical face masks while inside. ISZL also requires that they are worn at the desk.

Where there are cases within a Grade, we may require FFP2 masks to be worn.

Another way of limiting the spread of Covid-19 is Grade level bubbles within Primary and Middle School. We will maintain Grade-level bubbles indoors in Primary and Middle School. Within Middle School, Grade level bubbles will also be maintained outdoors.

Staff and children aged over the age of 16 will be required to produce Covid certificates where necessary. They must be accompanied by an approved form of identification.

### **Parents are asked to remain vigilant**

Parents are asked to stay alert to any Covid-19 symptoms and if for any reason you are not able to come to school, please talk to your school principal. See page 10-11 for further information.

## **Overview of Plans by Division**

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

### **Primary School**

Primary School teachers and students will continue to wear masks when mandated by the Canton or Covid team. Staff should be mindful of physical distancing in the Early Years, but we accept it is challenging in the Primary School and in the Early Years in particular. Staff, and students from Grade 1 are required to wear masks while inside. Twice weekly Covid testing is carried out for Primary School staff and for students in Grades 4-5.

### **Middle School**

Middle School students (ages 11-14, Grades 6-8) and staff are required to wear masks. Twice-weekly Covid testing is carried out in Middle School for staff and students. A distance of 1.5 metres is observed between staff, and between staff and students outside, when masks are not worn. Modifications have been made to widen communal areas. Grade level bubbles are maintained during lessons, lunchtime and at outdoor recess. Where Grade level bubbles are in short-term contact with each other (for example, the student council, masks will also be worn and social distancing observed).

### **High School**

High School students and staff (ages 15 to 18, Grades 9-12) are required to wear masks. Twice-weekly Covid testing is carried out in High School for staff and students. A distance of 1.5 metres is observed between staff and students where possible - see page 17 for further details.

### **Chalet Bergheim**

It is our intention to make best use of our outdoor education centre in Wengen where we can do so safely and in accordance with Cantonal regulations in both Zug and Bern. The Covid team will risk-assess each proposed usage in detail, suggest safety modifications, and where necessary refer to the authorities to ensure compliance.

### **Staff testing**

All staff at ISZL, including non-teaching staff, are eligible for twice-weekly testing if they will be on campus to receive it. Staff, including cover staff, who come into school on days that testing does not take place are encouraged to use one of their rapid tests from the pharmacist on the morning they come on to campus, which may be exchanged for one of the school's own antigen tests on arrival.

Staff may choose to withdraw from testing but will face increased obligation to quarantine in the event of contact with a positive Covid case.

ISZL encourages and supports its staff and students to be fully vaccinated against Covid-19.

## General Health and Safety Precautions

### Aims of the Precautions

The primary aim of our health and safety precautions is to minimise the risk of person-to-person transmission of Covid-19, even though many people are present in a relatively confined space.

### Swiss Quarantine Regulations

Families returning from overseas must abide by the quarantine regulations set out by the Swiss authorities. If a family needs to quarantine, they should contact their divisional Principal. Parents should ensure they are aware of the latest BAG advice, which can be found [here](#).

### Covid Certificates

Covid Certificates may be required at some school events including inter-school sporting events, and entry to public buildings (e.g. museums, restaurants on school trips). All staff and students aged 16 or over must have a valid Covid certificate accompanied by proof of identification before attending any school event where a Covid certificate is necessary.

### Hygiene

Posters explaining the protective measures in accordance with the Federation of Public Health (BAG/FOPH) are prominently displayed at the entrance to both school campuses and via the website. Information is regularly sent to staff and parents via email.

Increased hand washing and other normal hygiene rules will be encouraged and facilitated. Ventilation will be enhanced by having windows and doors open whenever and wherever possible.

- Department leads should regularly instruct and inform their staff about hygiene measures, and ensure compliance with the measures described
- The school nursing team leads the implementation of hygiene measures and compliance with Canton regulations. Any concerns should be reported to the nurses' office promptly to ensure ISZL's high standards are maintained
- Hand sanitiser is placed at the entry point of each building and in classrooms without their own hand washing facilities in the room
- All students and staff must wash their hands and/or sanitise them before they enter the classroom; at the beginning of the day, after being outside, after using the toilet, before they eat or any other time they enter the room
- Students and staff will be regularly reminded of normal hygiene rules (eg coughing, handwashing, etc.)
- Students bring only the minimal personal items needed to school



- All students should bring a water bottle labelled with their name
- Lunch will be spaced out as far as school facilities allow. Please refer to your own school division for arrangements
- Teachers will facilitate the cleaning of classroom desks before and after eating
- The hot lunch programme is running, but self-service is not permitted
- Students must not share any food or drink with others

#### **Expectations Around Use of Materials:**

- Teaching staff will maintain the general cleanliness of the classroom and materials
- Teaching staff are to minimise the use of materials and chosen materials should be easily cleaned
- Any toys or materials that could be considered unclean should be removed to a central spot for cleaning at the end of the day
- Communal iPads, laptops, computers:
  - Will be wiped clean before and after use
  - Students must wash hands before and after use

#### **Cleaning of the building:**

- Desks will be cleaned throughout the day, and at the end of the school day, by teaching staff
- Bannisters, door handles, light switches, elevator buttons, etc. will be cleaned regularly throughout the day
- Toilets and sinks will be cleaned regularly 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
- Cleaners come in at the end of the day and carry out a professional clean

### **Entry to Buildings**

Parents are not generally allowed in school buildings, but may do so in limited circumstances. Events such as parent-teacher conferences are classed as “mandatory” events and no Covid certificate is necessary. Any non-mandatory event where parents are on campus requires a Covid certificate and proof of identification. Non-mandatory events must be risk-assessed by the Covid team and must be an important part of the school’s objectives.

- If parents need to speak with teachers or school leadership, this should be done over the phone, using video conferencing or by email wherever possible
- Only students, faculty, staff and adults necessary for the running of the school may enter school buildings
- Parents should drop off and pick up their children from the school grounds, keeping within designated areas
- Students may not enter the school buildings before their designated arrival time
- Students are on campus only for the duration of their school day
- Parents should be ready to collect their children at dismissal time
- The school buildings and all outside spaces are closed to all at the end of the school day
- Music school risk assessments vary between instruments. Parents taking their children to music lessons must wear masks, must wait outside school if weather allows and must leave campus promptly at the end of their child’s lesson

### Visitors

- External 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 external visitors will be required to supply visitor information to allow for contact tracing if required. This will be destroyed after 14 days in line with BAG requirements.
- A Covid certificate is not required if the external visitor is attending for necessary reasons (eg a repair, a visiting prospective family) Any visitor attending for reasons which are not mandatory must have a valid Covid certificate, proof of identification, and have their visit risk-assessed by the Covid committee.
- Visitors will be required to wear a mask, and 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 1.5m distance between students and adults. In lessons at the High School, this distance is not always possible.

- One person at a time (adults and children) can use the elevator unless masks are worn. Hands should be sanitised on exiting and entering the elevator
- Younger children without masks are reminded to try to keep 1.5m distance from adults
- Students should be conscious of physical distancing and avoid unnecessary contact with their peers
- Parents are expected to wear a surgical mask on school grounds

### Mask Wearing

All staff and students from Grade 1 upwards are required to wear masks when mandated to do so by the Covid team. A consistent 1.5 metre distance must be maintained between adults, and between adults and students.

Where masks are required, they must be, at a minimum, an EN 14683 surgical mask, or a cloth mask which meets the same standard.

Where mandated, masks must be put on before entering the school to protect against transmission in high-traffic areas such as school corridors and entrances.

### Working from home

Where feasible given professional responsibilities, ISZL will encourage working from home.

### “Bubble” constancy

Each person's “social bubble” is the group of people they come into contact with regularly. Our goal is to minimise each student and staff member's “bubble”. Depending on the circumstances these bubbles can be tightened or loosened as determined by the Covid team.

- Groups of students will be kept constant in Primary and Middle School, with teachers interacting with a consistent group of students.
- In Primary School, lessons will normally take place in the students' assigned homeroom classroom space with the designated homeroom teacher.
- We will be resuming “free-flow” in Early Years 1 to Kindergarten, within a single Grade-level bubble

- In Primary School, German and EAL lessons will resume our pre-Covid programme. This keeps lessons within a single Grade, with German classes differentiated by fluency
- In Middle School, learning is grouped by homeroom with the exception of language acquisition and Grade 8 Mathematics, which still remains within the Grade level bubble
- In Primary School, lunch is eaten in classroom groups in the lunchroom
- In Middle School, lunch is eaten with students in the same Grade level
- On the school bus service, students are grouped according to destination so Grade level bubbles cannot be maintained. Therefore, students of all ages, including at Primary level, will be required to wear masks as a condition of using the service. Apart from this, school bus service operates normally

### Illness & vulnerable people

If a student is categorised as vulnerable by their doctor, they are encouraged to make contact with their school Principal to discuss next steps.

If a member of staff is categorised 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 leader.

**Students who are unwell:** Students who show any signs of illness may not attend school.

- No child 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 child should not come to school and families should refer to the ISZL [Illness and Fever Policy](#) to guide next steps
- Students who show signs of illness or have a temperature 37.8°C (100 F) or higher (or 37.5°C if the student is under five years) will be sent home from school. The nurse will phone the parent to arrange immediate pick up of the sick child
- If any student is diagnosed with Covid-19 the school must be informed in order to communicate with students and/or staff with whom the student may have been in contact
- If any member of a student's household has tested positive for Covid-19, families are asked to email [covid@iszl.ch](mailto:covid@iszl.ch) and discuss their circumstances with the nursing team before attending school

**Staff who are unwell:** Staff who show any signs of illness may not attend school.

- 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 ISZL Illness and Fever Policy.
- Staff who show signs of illness or have a temperature 37.8°C (100 F) or higher will be sent home.
- Staff can return to school 24 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 have a Covid test

- 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 with whom they may have been in contact.
- If anyone in a staff member's household tests positive for Covid-19, they are asked to have a Covid test and to contact their divisional lead to discuss the situation before attending school
- It is expected that staff with Covid-19 will follow BAG guidelines and quarantine themselves in the home, away from other family members, and avoid all physical contact with persons in the home.
- All staff are encouraged to download the Swiss Covid and Covid Certificate apps onto their phones.

**School health nurse office:** The nurses' office is available for students who are unwell or need treatment for injury.

- An isolation area is available for students who present with Covid-19 symptoms whilst waiting for a parent to collect them.
- If they show Covid-19 symptoms, all students will be asked to wear a mask whilst waiting for their parents to collect them.
- Teachers are asked to use first aid supplies in the classrooms to enable them to treat minor wounds/injuries.

## Library Operations

**Classroom browsing and borrowing:** Visits to the library on the Zug Campus during school hours will take place within Grade level bubbles. After a Grade level has visited, ventilation of rooms will take place and surface areas will be sanitised. Students will be asked to clean/sanitise their hands before entering the library.

**Returning of books:** Students on Zug Campus return books directly to the new library drop boxes available at the school entrance.

**Family access to library materials:** On the Zug Campus, in-person Family Checkout has been suspended at this time. Online family checkout is being encouraged, with choices left in a named paper bag at the parent pick-up area. Families may also access the many ebook and audiobook choices available to the community.

**Parent volunteers:** ISZL is looking to return to a controlled, Covid-safe way in which some parents may volunteer in the library. Parents who volunteer will need to have a valid Covid certificate and wear a mask.

## Cleaning and Ventilation of Rooms

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

**Instructions for staff (not cleaners):**

- Rooms should be ventilated for as much time as possible where windows can be opened (Middle School has Minergie technology). Break times should be used as an opportunity to ventilate.
- Surfaces and objects (e.g. work surfaces, telephones and working tools) should be regularly cleaned with water and soap. Electrical items should be wiped with disinfectant sprayed on a cloth.
- In the case of shared use of equipment, cleaning must be carried out before each change of staff.

## Students in Medical / Travel Quarantine

Support will be provided for students that are unable to attend school if they are in quarantine, but travel quarantine is expected to be accounted for within travel plans during school vacations, and children are expected to have completed planned travel quarantine and be ready to attend school when term starts.

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# Detailed Plans by Division: Primary School

The Primary School teaches children from ages 3 to 11, Early Years to Grade 5.

## Schedule

Lessons in Primary School take place in the students' assigned homeroom for the majority of the time. The following exceptions list where students move around the school OR are learning with students who are not in their homeroom class but are within their Grade level:

**Physical Education, Performing Arts and Visual Art:** Students will have these lessons within homeroom groups in different parts of the school (eg school gymnasium, music room).

Group singing is taking place, although this is under constant review. Students from Grade 1 upwards are singing in masks.

Musical instruments are played with attention taken to ventilation. Each child has 4 square metres of space, with plexiglass in front of each child and teacher.

**English as an Additional Language (EAL):** Daily EAL pull-out lessons will continue to be offered by the EAL teacher in the grade. Students will mix with other students from their Grade.

**Learning Support:** Learning Support will return to normal. Pull-out support will involve small group learning which mixes homerooms but remains within the Grade level bubble. Push-in support, where the Learning Support staff for each Grade go between classrooms, also takes place

**German:** Daily German classes will return to normal. Early Years - Grade 1 lessons will be in the students' homeroom. From Grade 2 onwards, lessons are differentiated by language ability and students will learn with students from different homerooms but remain within their Grade level.

**Outdoor learning** takes place as normal, but with an emphasis on hygiene where appropriate

**Swimming** at the Lättich in Baar continues to take place.

## Testing programme

Staff and Grade 4-5 students take part in the Cantonal Covid testing programme twice a week unless they have signed a waiver.

## Covid certificates

Staff have been told these may be necessary on school trips or at other school events in public and/ or enclosed places. They must be accompanied by proof of identification.

Staff and paid trainers with an employment contract taking students swimming at the Baar Lättich swimming pool are not required to produce a Covid certificate but must wear a mask in public areas up to the edge of the pool. There is no need to wear a mask in the water.



## Arrival and Dismissal Procedures

- Students should arrive on campus between 8.30am and 8.50am.
- In the morning, the basketball court is a drop off zone only - no parking is available. Parents of younger children will use the designated parking should they need to walk their child to the drop off zone. No parents are permitted in the school buildings, and students will be guided to their classrooms by staff.
- Parents who need to assist children should park in the car park and walk children to the marked drop off zone in front of Wettinger House. Provisions will be made for Early Years 1 (EY1) and Early Years 2 (EY2) children to be handed directly to their teachers, with physical distancing between teachers and parents.
- Students who arrive late must go to the front office to sign in.
- In the afternoons, the basketball court will be used by the school bus service and will not be available for parking.

Where to meet your child:

Grade	Location
EY1 and EY2	Outside the Old School House.
KG	At the yellow line to the right of the Wettinger House.
Grade 1	At the yellow line to the left of the Wettinger House.
Grade 2	At the yellow line at the top of the path between the Green and the Main Field.
Grade 3	Directly in front of the Wettinger House.
Grades 4/5	Please talk to your child to arrange a safe meeting point. We recommend the area behind the barrier.

The campus is closed to all students and parents at the end of school or their child's after-school activity. Everyone is required to leave the campus at the earliest opportunity.



## Detailed Plans by Division: Middle School

Middle School students (aged 11-14 years, Grade 6-8) remain within their homeroom groups for the majority of lessons, otherwise they will remain in their Grade level groups (for example for language acquisition, pull-out learning support or EAL). Masks are to be worn, and 1.5 metres distance is to be kept between staff, and between staff and students.

Twice weekly Cantonal testing takes place for all Middle School students and staff.

### Length of the School Day

Registration takes place at 8:50am with students arriving on campus between 8:20am and 8:50am. Where possible, Middle School students are encouraged to arrive before 8:45am to reduce the number of cars and people within the drop-off areas. Middle School classrooms are open from 8.20am.

Middle School students will not depart before 3:30pm and are encouraged to stay in their last place of study for a short time to reduce the number of cars and people in the pick-up areas. Students should make their way directly to the car to reduce the number of adults in the pick-up areas.

Students who decide to travel via public transport are to follow Swiss Government requirements around the use of masks whilst using buses and trains. All students will be asked to wash hands/sanitise as they come into the building.

### Schedule

The Middle School timetable runs as normal. For all classes, apart from language acquisition, students remain within their homeroom group. For language acquisition, the groups are mixed across the grade level.

Musical instrument lessons are taking place. Care is taken to ensure maximum ventilation including between lessons. Each child has 4 square metres of space, with plexiglass in front of each child and teacher. Masks are worn during singing lessons.

### Non-returning/ Quarantined Students

In mitigating circumstances, when students are unable to return to school, and have a medical note, they will contact the divisional principal to make appropriate arrangements. Support will be provided.

### Mask Wearing

Students and staff must wear masks when travelling to off-site Physical and Health Education (PHE) either in the Gemeinde gyms and the High School gym. See more detailed guidance on page 9.

### Testing programme

Staff and students take part in the Cantonal Covid testing programme twice a week unless they have signed a waiver.

## Covid certificates

Staff have been told these may be necessary on school trips or at other school events in public and/ or enclosed places. They must be accompanied by proof of identification.

## Use of the Baarburg Building

We have spent time liaising with the Federation of Public Health (FOPH/ BAG), Minergie and the original Baarburg architect regarding the safety of our building in terms of ventilation. We also met with an additional ventilation specialist. All have approved the use of the building in direct relation to Covid-19 because of the following:

- Fresh air is continuously brought in and stale air pushed out - it is not recycled air
- The cubic meterage of air change/flow is well above the recommended level
- The air is filtered both coming in and going out of rooms

The school has invested in air purifiers which whilst also cooling the Baarburg classrooms will be utilised to add to the comfort and safety of students and staff. We will continue to use outside and larger spaces on campus throughout the year.

The corridors and stairwells in the Middle School have been marked to demonstrate the traffic flow students and staff should follow. Wherever possible students will not wait outside of classrooms.

## Lunch & Recess

Lunch and recess will follow a normal schedule.

Students will eat in designated areas within their grade levels.

During recess/break times students will remain in designated grade level spaces which will rotate through the week.

## IT Use

Students from Grade 3 to Grade 8 inclusive have been assigned an ISZL Chromebook which dramatically reduces hygiene concerns. Middle School students may bring their own device; there is an indemnity form to complete if families make this decision.

## Taking Students Off-Site

Physical Health and Education (PHE) classes also take place in local gyms and the High School. Students are required to wear masks on the bus and in the transition into those gym spaces.

Every other off-site experience needs to be risk assessed beginning with a consideration of the value of the experience alongside the potential increase in risk to our community.

## Clubs and Sports Teams

After-school activities are risk-assessed by the school Covid team, and may be suspended if the risk factors change.

#### **Middle School Library use/books**

Students may access the Bookmobile during Personal Reading Time (PRT) within Grade level bubbles. Reserved books ('Holds') will be delivered daily to homerooms. Literature circle selection times for Language and Literature need to be booked with the library directly.

There have been timetabled times when Middle School students may access the library, wearing masks.

Individual books should be stored in student bags or personal lockers. Any books left around the Baarburg should be placed in the book return boxes.

Shared research/reference/textbooks in classrooms by one grade level may be utilised.

Resources that normally are shared between grade levels should instead be separated into grade-level specific sets.

# Detailed Plans by Division: High School

Our High School is committed to providing an education in line with Federal and Cantonal guidelines. Pupils at the High School are aged 15-18, Grades 9-12.

## Student High School Timetable

The High School timetable runs as normal.

## Physical Distancing / Mask-wearing in High School

Masks are to be worn inside school buildings. Because of the layout of the High School, physical distancing of 1.5m is not possible within lessons. If students are indoors without a mask outside of lessons, 1.5 metres distance is to be kept between all staff, and between staff and students. When asked to wear masks, students are required to supply their own, meeting the required specifications (see page 9).

## Testing programme

Staff and students take part in the Cantonal Covid testing programme twice a week unless they have signed a waiver.

## Covid certificates

Staff and students aged 16 or over have been told these may be necessary on school trips or at other school events in public and/ or enclosed places. They must be accompanied by proof of identification.

## Main Building

- Students will be reminded to walk on the right-hand side of the corridor and, when appropriate, in the designated directions only (one way traffic).
- The **stairs at the main entrance** should ONLY be used for going **upstairs** (unless in case of emergency).
- The **stairs at the back entrance** should ONLY be used to go **downstairs** (unless in case of emergency).
- **Exceptions:** At the end of the day both staircases can be used to go downstairs as indicated by staff members.

## Cafeteria

- The cafeteria is an area that is used as a multi-purpose space. Masks are to be worn at all times, unless sitting and eating. Students should attempt to maintain maximum possible physical distance while eating. Through scheduling and facility re-purposing, appropriate space will be provided for lunch services. Weather permitting, outside space will be used as well.
- Students should *avoid* the cafeteria during breaks and lunches unless they are purchasing food or the weather is too inclement to go outside.
- Lunch has been split this year so that Grade 9 & 10 (12:10-12:55) and 11 & 12 (13:15 - 14:00) are eating at separate times.

## Bixe Building Cafeteria

- The cafeteria is an area that is used as a multi-purpose space. Students must maintain 1.5m physical distance at all times.
- A maximum of 85 people is allowed in the Bixe Cafeteria.
- Students should *avoid* the cafeteria during breaks and lunches unless they are purchasing food or the weather is too inclement to go outside.
- Lunch has been split this year so that Grade 9 & 10 (12:10-12:55) and 11 & 12 (13:15 - 14:00) are eating at separate times.

## Bixe Building Classrooms

- Teachers will air classrooms and cafeteria at least once per hour.
- General hygiene and safety measures also apply in the Bixe building including regular surface disinfection.

## Pavilions

- Students must walk on the right-hand side of the corridor and stairwell.

## Outside

- Members of staff will be supervising any outdoor activities to encourage physical distancing. Currently, students and staff are not obliged to wear masks outside where 1.5 metres of distancing can be maintained.

## Arrival and dismissal procedures:

### Campus

- Students should arrive on campus ten minutes before their scheduled class (8:30 in the morning) to ensure proper hygiene practices are followed.
- The back entrance **only** has been designated as a drop off zone. No parking is available.
- Under normal circumstances, parents are not permitted in the school buildings. Parents can arrange virtual meetings with teachers and other staff members.
- Students who arrive late must go to the front office to sign in.
- Students arriving on public buses will enter the building by the pavilions, back or main entrance (members of staff will coordinate procedures upon arrival).
- Students and staff must wash and disinfect their hands before entering and leaving the building.
- Parents who wish to pick up their children should wait in their cars, coordinating as best they can to minimise time spent outside of school.

## Classrooms

- Teachers will help monitor hallway traffic by greeting students at the door at the start of lessons, ensuring physical distancing is maximised
- Teachers will air classrooms between each lesson.
- Teachers, with student support, will wipe down tables after each lesson.
- To mitigate traffic in hallways, teachers will dismiss students by monitoring their immediate hallway for an appropriate moment.
- Where masks have been mandated by the Covid team, students must be wearing a mask upon dismissal from their class.

## Offsite

- Every offsite experience will be risk-assessed. Our starting point will be to consider the value of the experience alongside the possible protection measures and the potential increase in risk to our community. Therefore all upcoming field trips are tentative and must be re-evaluated close to the time and referred back to the Covid team if necessary.

## Clubs & Sports Teams

- We will begin running the clubs and sports after-school programme, removing some activities where there is increased risk of transmission. Physical contact is permitted in individual and game sports, if it does not take place over a longer period of time. Large gatherings of persons who are staying at the same place for a long period should be avoided if possible, or they must remain 1.5 metres apart where possible.

## Students unable to attend school:

- Individual students self-isolating should connect with the online learning platform Schoology for work assignments and can email their teachers. If students are healthy enough to study, the Grade level leader will be in touch to offer support. See further guidance on page 11 for information relating to travel quarantine.

# Detailed plans: Chalet Bergheim

## Objective

ISZL's chalet at Wengen is used by the school as an educational retreat, and for outdoor learning. Events at Wengen are risk-assessed and will be compliant with safety restrictions nationally, and with cantonal restrictions in Zug and Bern.

## Physical distancing

Events at Chalet Bergheim will be restricted to ensure physical distancing can take place. Masks will be required echoing the requirements at school - if a Grade is required to wear masks inside at ISZL except when eating, the same restrictions will take place while at Wengen.

## Public transport

Access to the chalet is by public train. Parents will be made aware of this before students visit Wengen.

## Grade level bubbles

Trips to Wengen will be within Grade level bubbles.

## Sleeping arrangements

Students would normally stay overnight at the Chalet. The Chalet has 18 bedrooms, each sleeping six people, over three floors.

Where permission for students to sleep overnight is granted, it must be within Federal and Cantonal guidelines. Staff may be asked to limit the number of students sleeping within a bedroom.

## Cafeteria

The Cafeteria is an area where students will not be masked. Care will be given to social distancing as much as possible within a small space, and lunch may have staggered times to facilitate this

## Testing

Students who visit Chalet Bergheim should continue to test twice a week, using ISZL's privately-purchased tests if necessary. ISZL's own Covid tests are stored at Chalet Bergheim in case someone feels unwell while visiting. The local doctor (within walking distance) can also arrange a PCR test - this is necessary to allow the doctor to liaise with the authorities about transporting a Covid-positive person on the train.

## If someone tests positive at Chalet Bergheim

A room must be kept available for a student or staff member to isolate themselves should they test positive or develop Covid-like symptoms during their stay.

## Detailed plans: ISZL Sport

### Objective

The aim is to ensure that compulsory Physical Education can take place as regularly as possible. This always complies with the health/epidemiological guidelines of the Federal Office of Public Health (FOPH/ BAG) and Canton Zug. Hygiene rules must be adhered to, and students or teachers who are particularly at risk must observe the specific requirements of the FOPH.

### For all Grade levels:

- Physical Education, whether indoors or outdoors, takes place in (PE) classes
- Students must wear a protective mask during PE lessons and sports activities if their Grade is mandated to do so by the Covid team. Currently, some sports allow removal of masks while playing, but replacement afterwards and when spectating.
- Students and teachers shall thoroughly disinfect their hands before and after each sports lesson.
- When changing the gym or sports field during a lesson, students and teachers disinfect their hands.
- Changing rooms and showers are accessible for the students. Students are released in two groups, five minutes before the end of the lesson or at the end of the lesson, so that showers can be taken at staggered intervals.
- Physical Education teachers wear a protective mask during lessons when mandated to do so by the Covid team.
- Physical Education teachers inform their classes about this protection concept. They pay attention to the implementation during Physical Education lessons and repeatedly remind them of Covid restrictions

### Covid certificates

School sport at ISZL is classified as mandatory, and therefore Covid certificates are not required for everyday clubs, activities and sports practice. Inter-school sport is classed as a voluntary activity and therefore a Covid certificate is required for indoor sports for staff, spectators and students aged 16 or over. The importance of arriving with a Covid certificate and ID documents will be made clear to students verbally in sports lessons and by email to parents and staff by the Athletics Department.

### Dispensations for vulnerable students

- For vulnerable students and those who are in close contact with vulnerable persons (e.g. family members), a temporary dispensation from Physical Education can be requested from the responsible divisional principal. A medical certificate must be presented.



- To ensure that exercise is not limited in such cases, the sports teachers issue exercise assignments supported by [activdispens](#).

## Detailed plans: Safety Concept, High School Exams

- Students with Covid-19 symptoms are not allowed in the exam rooms
- Teachers and invigilators with Covid-19 symptoms are not allowed in the exam rooms
- Unvaccinated students and teachers are taking part in the Covid-19 testing (twice a week) unless a waiver has been signed
- Invigilators who are not already on staff will need a valid Covid certificate and proof of identification
- Students, teachers and invigilators will be wearing masks if mandated to do so by Cantonal rules or the Covid team. The question of masks must be put before the Covid team before each exam season

### Written Exams

Exams will take place in the Gym

- Hall 1, Hall 2 and Hall 3 will be used as main halls for the exams.
- Maximum of 100 people are allowed per exam hall during exams.
- Students will be spaced with 1.5m distance between them.
- Students entering the gym will be staggered in order to prevent crowding.
- Students move straight to their desks after entering the exam hall.
- Hand sanitisers will be available at the entrance of each exam hall.
- Table cleaners will be available for cleaning the exam desks between the exams.
- The exam halls will be ventilated at regular intervals by opening windows and doors.
- Students leave the exam hall staggered in order to prevent crowding.

### Exams taking place in Classrooms

- Tables will be spaced with 1.5m distance between them.
- Students entering the classrooms will be staggered in order to prevent crowding.
- Students move straight to their desks after entering the classrooms.
- Hand sanitisers will be available at the entrance of each classroom.
- Table cleaners will be available for cleaning the exam desks between the exams.

- The classrooms will be ventilated at regular intervals by opening the windows.
- Students leave the classrooms staggered in order to prevent crowding.

### **Exams taking place in the Bixe building:**

In most cases, exams will not take place in the Bixe building. Should this be needed:

- Maximum of 100 people are allowed in the hall during exams.
- Students will be spaced with 1.5m distance between them.
- Students entering the gym will be staggered in order to prevent crowding.
- Students move straight to their desks after entering the exam hall.
- Hand sanitisers will be available at the entrance of each exam hall.
- Table cleaners will be available for cleaning the exam desks between the exams.
- The exam halls will be ventilated at regular intervals by opening windows and doors.
- Students leave the exam hall staggered in order to prevent crowding.

### **Mask exemption due to possible impaired learning**

If masks are mandated, some students may not be able to wear masks because of their particular circumstances. The teacher will identify where learning / testing might be impaired. In this case:

- Students and teachers will be sitting 1.5m away from each other.
- Should the general Covid situation necessitate masks, students and teachers will wear masks until the student is ready to take the exam.
- Should the general Covid situation necessitate masks for other students, Plexiglas will be placed between the unmasked student and teacher/invigilator.
- The exam room will be ventilated at regular intervals by opening the windows.

### **Vulnerable students with mask exemption**

- Students and teachers will be sitting 1.5m distanced from each other.
- Should the general Covid situation necessitate masks for other students, students and teachers will wear masks until the student is ready to take the exam.
- Should the general Covid situation necessitate masks for other students, Plexiglas will be placed between the student and teacher/invigilator.

- The exam room will be ventilated at regular intervals by opening the windows.