



Hygiene and Safety Concept



2020 - 2021 School Year

The International School of Luxembourg Hygiene & Safety Concept Version 2.0

Effective 17 August 2020

ISL Hygiene and Safety Concept

Introduction

This document compliments the [Roadmap plan for the school year 2020/21](#) and is guided by the assumption that a vaccine or effective medication will not be available soon, which means we need to be able to respond quickly to circumstances in our school community as well as to the public health situation in Luxembourg.

The International School of Luxembourg (ISL) started the school year 2020/21 as planned on 26 August 2020 on its Plan A - face-to-face learning with the adaptation of specific precautionary measures to adapt to the prevailing Public health situation. ISL is committed to keep its campus fully open as this is in the best interest of the students. ISL recognises the need to find a pathway for operating safely with the health and wellbeing of the entire community (staff, students and parents) in mind.

ISL is adapting its operations as outlined in this document in line with further directives set by the Ministry of Health and/or Ministry of Education, Children and Youth in reaction to the development of the Covid-19 pandemic.

All changes and adaptations will be communicated to the ISL community via MyISL community portal and internal communication channels.

High risk as multinational community

The ISL community consists of families originating from over 50 nationalities. A large percentage of families or individual family members return to their home countries throughout the school year to visit families and friends and to maintain contact with their culture. Therefore the risk of ISL community members returning to Luxembourg carrying the SARS-CoV-2 is high and ISL wants to mitigate this risk as far as possible.

Accordingly, **ISL strongly encourages every student and staff member to undergo a Covid-19 test before re-entering the school after traveling abroad.** All families returning back through Findel International Airport can take advantage of the offered (free) on-site Covid test at the Airport or through the voucher provided to arriving passengers. All families with residency in Luxembourg will have the opportunity of being tested in one of the Covid-19 test centres located throughout Luxembourg. However, it is likely that a number of students and staff members will not take a test or participate in the large scale testing for one reason or another. It needs to be noted that for legal reasons ISL cannot

force students and staff members to take a test.

Nevertheless, ISL will actively promote participation in the large-scale testing initiative on a regular basis with all its students and staff members. The Ministry of Health records of the test results and dates will help to identify asymptomatic cases. ISL will also assist the Ministry of Health in tracing contacts in case of a positive result. This approach significantly increases the ability to break infection chains early.

Our solidarity with the Luxembourg Government precautionary measures will not just benefit our school, but also help the entire community to fight the SARS-CoV-2 virus.

Covid-19 testing

1. All ISL community members are strongly encouraged to participate in Covid-19 testing as available in Luxembourg.
2. Students and Staff members who test positive must inform the school accordingly and will need to observe 10 days **isolation** set by the Direction de la Santé. The letter “Ordonnance d’isolement” must be submitted to the school nurses. lsnurse@islux.lu usnurse@islux.lu
3. Students and Staff members identified as close contacts must observe a **quarantine** of 7 days with a mandatory test on Day 6. The letter “Ordonnance de mise en quarantaine” must be submitted to the school nurses. lsnurse@islux.lu usnurse@islux.lu

Follow-up process:

1. Students and staff members in isolation can return to school on Day 11 after isolation without being tested again, unless showing symptoms.
2. Students and staff members in quarantine need to present the negative test result from the test taken on Day 6 to the school. They can return to school immediately after receipt of that negative result.
3. Further procedures and directives set by the Ministry of Health or Direction de la Santé must be observed by each individual.

Hygiene & Safety on campus

Safety concept

ISL’s safety concept is based upon four pillars: temperature checking, mask wearing, physical distancing and ventilation.

Temperature Check

Through a thermal camera system, ISL provides a daily temperature screening at the entrance of the school for all students, staff members and any visitors.

This will alert monitoring staff about temperatures above 37.5°C. Nurses will be on site to verify the temperature and to advise the respective person on further steps. Children and adults with temperatures above 37.5°C or who have any other symptoms will be sent home and will be requested to seek medical attention.

Students, staff members and visitors with symptoms should only come back to school once symptoms have been absent for 24 hours.

Parents and visitors are only allowed to enter the buildings with a confirmed, pre-arranged appointment. Exemptions are made for parents in the Preschool and K1 to drop off their children in the morning at the Preschool and K1 entrance.

Face Masks

When on the ISL campus, the use of face masks is mandatory as described below for all adults and students from grade 1 and above.

In the classroom, the wearing of masks will be at the discretion of the teacher as long as the “COVID standard desk and seating arrangement” is respected. Such is marked on the floor and optimises physical distancing in the classroom.

If teachers feel an activity or learning engagement requires a different physical set up, i.e. moving 2-4 tables together so students can work in groups, they can do this. Whilst sitting in this temporary configuration, (i.e. physical distancing is not respected) students **must** then wear masks.

Teachers should do everything they can to ensure that students have opportunities in the day to sit in the “COVID standard desk and seating arrangement”, where they have the chance to remove their masks.

Face masks are not mandatory when seated and eating at a designated eating area or during PE classes according to these guidelines.

Physical Distancing Guidelines

Physical distancing is considered to be the most effective measure for reducing the risk of Covid-19 transmission.

Table and chair arrangement in the classrooms is fixed and marked by the school to optimise the physical distancing of students (“COVID standard desk and seating arrangement”).

Physical contact is strongly discouraged except in cases of emergency.

In Physical Education, Drama classes, Libraries, #islconnects and #LSmedialab special rules will apply. To help avoid congestion in indoor spaces, students must move swiftly from class to class. At lunch and break times, students are expected to go outside unless weather conditions prevent this.

Within the building, a one-way traffic system is in place and will be maintained. The Lower School and Upper School are strictly separated in the usage of indoor and outdoor spaces at ISL. Faculty do not teach across the two sections.

School events and performances will be live streamed as appropriate when possible. Staff who wish to live stream will be fully responsible for organising, managing and producing the live stream within their team, grade, department and-or section and according to GDPR requirements.

If it becomes necessary, meetings with a large number of participants shall be organised virtually.

Ventilation

All areas of the school will be naturally ventilated as much as possible and as long as outdoor temperatures permit.

Windows and classroom doors will remain open whenever possible. Windows must be opened at the end of each class period to ventilate the room, at least for five minutes. This will be automated as much as possible.

Because students will be encouraged to go outside whenever possible and classrooms may be cooler than usual when the weather is cold, all staff and students should be prepared with appropriate attire for cold and wet weather.

Hygiene concept

Frequent and meticulous hand washing and disinfection play a key role in mitigating the risk of Covid-19 transmission.

Disinfection spray stations are available at all entrances and exits as well as at designated areas within the building, e.g. cafeteria, all classrooms and bathrooms.

Staff members are all equipped by the school with an individual disinfection kit, consisting of a spray bottle, disinfection wipes for electronic equipment, gloves, tissues and face masks.

Bathrooms as well as contact points like door handles, handrails are cleaned with a disinfectant product on an hourly basis throughout the day.

Personal learning equipment (digital devices, textbooks, pencils, rulers, calculators and other stationary) must not be shared between students and/or staff and all parents are requested to provide the necessary materials for their children. Teachers, in particular in Lower School, will ensure sufficient supplies in the classrooms.

Equipment provided by the school which needs to be shared by the nature of their purpose, e.g. certain digital devices, science and sports equipment, will be disinfected by the responsible teacher after each lesson before the change of class.

US and LS Libraries, #islconnects and #LSMediaLab will be open to students and staff . The Librarians and Digital Learning Coaches will maintain secure hygiene conditions and special protocols for access and use of these areas.

Cafeteria Services

Both the Upper School and Lower School cafeterias will be open only during the lunchtimes specified on the daily schedules.

Students and staff members are required to sanitise their hands before entering the cafeteria. Wearing a face mask is mandatory in the cafeteria at all times and these may only be removed while seated and eating. At the food serving stations and checkout desks, transparent protection will be put in place to separate and protect the cafeteria staff and cashiers. In all areas a one way system will be employed.

Inside both cafeterias, the tables are spaced at least 1,5 metres apart. All tables (indoors & outdoors) and serving places will be cleaned and disinfected regularly throughout the lunch services.

Upper School cafeteria specific

The Access Route to the Cafeteria is well sign-posted via the S Level. Additional markers are fixed to the floor outside and inside the cafeteria to help diners keep physical distance while queueing and when being served. Seating at the lunch tables for staff and students is restricted to maximum 4. A covered picnic area is available near the entrance of the Upper School.

A staggered lunch time is in operation for both sections of the Upper School. See full details below:

12h00	Grade 6	12h15	Grade 7	12h30	Grade 8	12h45	Grade 11
13h00	Grade 12	13h15	Grade 10	13h30	Grade 9		

Menu choices will be limited and more formatted and although we can expect the same high quality and nutritious meals, the usual range of food selections will be reduced.

Trays with cutlery and cups will be handed out by the cafeteria staff at the serving stations. There will be two serving points for one main dish and one serving point for the vegetarian alternative. A choice of set entrées and/or desserts, as well as the choice of two salads will be available at two cold serving points. There will be no self-service, only serving stations held by the cafeteria staff.

A selection of sandwiches will be available for sale at the Snack Shack, where an improved queuing system is in place. Seating in the Snack shack is restricted to 4 per table.

Upper School students and staff must use an active student card, or arrange for a replacement at the Upper School reception, to ensure a cash- and touchless checkout to pay for the combination of purchases made.

Students must ensure that any breakfast, mid-morning and afternoon snacks & other refreshments are brought from home as the cafeteria will only be open for lunch. Additional seating will be available in a covered picnic area outside near the Upper School entrance throughout the day.

Essential information is clearly displayed in and around the entrance to the cafeteria and restricted seats are clearly labelled at each table in the cafeteria and Snack Shack.

Lower School cafeteria specifics

Lower School students may pre-order school lunch with their teacher in the mornings or choose to bring pre-packed lunch from home.

The Lower School lunch menu will have the same options for main courses, but limited options for desserts, salad and crudities. Students in Preschool, K1 and K2 will eat their lunch in the classroom. Grade 1 eats in the Lower School Multipurposeroom and Grades 2-5 in the Lower School Cafeteria.

Mid-morning healthy snacks are delivered in sealed plastic containers to each classroom. Each type of snack is kept separate from the other in it's own container. Some students having a special lesson mid morning eat their snack with their homeroom peers in the Lower School Cafeteria. Students wash their hands and then pick pieces of snack from the container. They wash their hands once again once they have finished.

Seating is organised by Homeroom with assigned named places on tables of eight students. We operate a staggered lunch:

12h00 Grade 2

12h05 Grade 3

12h30 Grades 4 & 5

Students in Grade 1 - 3 will collect their plate of their chosen main dish. The tables are set with cutlery and a cup. Grades 4 & 5 take their main dish on a tray with cutlery and a cup.

All students are served at the table with dessert, salad, crudities and soup by Eurest staff. There is no self-service facility for this part of the meal.

Students wash their hands with soap and water before starting to eat their lunch. They spend about twenty to twenty five minutes eating their lunch in the assigned location. During lunch time students are required to wear their face masks at all times except when seated and eating.

Reminder

Members of the ISL community recognise the importance of self-quarantine in case of virus-related symptoms.

In accordance with the Luxembourg Ministry of Health regulations, members of the ISL community will be required to seek medical consultation or testing after being in contact with another person diagnosed positive with COVID-19 and to follow the advice of the

Cleaning, Sanitising, & Disinfecting throughout the school

ISL will ensure that facilities are properly cleaned on a daily basis and ventilated with windows/doors kept open as long as outdoor temperatures permit.

Basic Cleaning, Sanitizing, & Disinfecting Expectations:

- There is an hourly cleaning of contact points and bathrooms throughout the school.
- Cleaning staff will wear appropriate personal protective equipment (e.g., gloves, face mask, etc.) to prevent contact with contaminated surfaces and protect against toxicities associated with cleaning products.
- Students will be educated in the importance of hygiene and safety and their responsibility to follow through and support the school.

Preventative Hygiene in Sports and Performing Arts

In addition to the rules above, the following specific measures apply in Sports and Performing Arts.

Sharing water bottles, hugging, high-fiving, shaking hands and similar actions will not be permitted. General health and safety practices will be important to help mitigate the risks of virus transmission in physical education and art performances.

ISL follows the guidelines and directives from the Ministry of Health. Our basic expectations concerning hygiene are as follows:

- Wash hands with soap and water or use hand sanitiser if unable to wash hands, before exiting the locker room or before entering a facility.
- Wash hands or use hand sanitiser during water breaks.
- Where appropriate, wear a face mask. This mask can be made of cloth or moisture wicking material based on Ministry of Health recommendations.
- Bring individual water bottles - clearly labeled with names.
- Cover coughs and sneeze into a tissue, then dispose of it in the red trash can in the hallways immediately. If you don't have any tissue, cough or sneeze into your elbow and use hand sanitiser afterwards. Participants who persistently cough or sneeze will be sent immediately to the school nurse.
- All personal sports uniforms and accessories must be taken home after each day and washed.

- Do not share clothing, towels or other personal items.

Faculty members responsible for the specific areas of school, inline with the ISL four pillars: temperature checking, mask wearing, physical distancing and ventilation created the following guidelines.

Sports - Upper School NECIS Sports After School

- As much as possible, training will be split by grade level rather than ability.
- Practice groups will have a maximum of two grade levels working alongside separate coach, equipment and location. Grade level will not mix during the practice.
- Each grade level of students will be allocated a specific changing room on each day as well as a designated meeting point.
- Athletes should bring afternoon healthy snacks (if necessary) as the cafeteria will not be open after school.
- No parents are allowed on campus and therefore unable to attend any meetings or practice. Parents must collect athletes from the main ISL car park.
- G5 athletes will change in the lower school and then be walked up to their playing area and met by the coach. No equipment or training session will be shared by G5 and G6 athletes.
- If U12 is waiting for sibling in U14 practice they must stay at the soccer pitch seating area.
- Limited use of bibs (if needed they will be used once and washed at the end of the day).

An example of changing room organisation for Monday

Sport	Grade	Entrance	Changing Room	Exit	Holding/playing area
Soccer	9/10	Outdoor	O1 – school side	Outdoor	Bleacher – school side
	11/12	Outdoor	O2 – School far side	Outdoor	Bleacher – school far side
Volleyball	9/10	Main door	Vestiare 5	Main door	Playing court 3
	11/12	Main door	Vestiare 6	Main door	Playing court 1
XC	MS Boys	Side door	Vestiare 1	Side door	Meet outside fitness room
	MS Girls	Side door	Vestiare 2		
	HS Boys	Side door	Vestiare 3		

	9/10 Girls	Main door	Vestiare 5	II	II
	11/12 Girls	Main door	Vestiare 6	II	II
Fitness	9-12	Main door	Boys – V7 & Girls – V4	Fitness room side	N/A

Pathway of students from school to changing rooms are outlined to students.

Fitness Room

- Face masks may be removed while doing an exercise or using a machine with nobody nearer than 2 metres. Face masks must be put on again when relocating to a different station.
- Avoid physical contact with other individuals during your workout and maintain physical distance.
- Must show your towel and clean training shoes before entering Eagles Fitness.
- Disinfect machine/equipment immediately after you used it.
- No working in pairs - One person per station. Complete your exercise, sanitize equipment and move on.
- Max. of ten persons in the fitness room at once. Each person has 45 minutes to work out and must leave so those waiting can enter. If there is nobody waiting to get in, the length of stay can be extended.
- Entry will be in order of arrival and we will have a waiting station or sign up for later that same day.
- All water fountains are turned off so please bring your own water bottles with you.

Sports - Lower School

The following Lower School Physical Education generated guidelines will be applicable by Lower School coaches also;

- Students must wear masks while playing/moving and can remove them when instructed by the teachers during instruction time whilst stationary with 2m distance between them.
- Classes outside as much as possible. (During wet weather days and winter months, there will be an issue when we have three classes on. Alternative indoor space will be required, Auditorium, Room in Hillside, Atrium).
- Limiting to two activities only in the gym
- Limited equipment used during the lesson and no students allowed in the storeroom.

Competitions with other schools

ISL, among many other international schools, is a partner in Northwest European Council of International Schools (NECIS). ISL will only continue to play season-ending tournaments

against other schools, where strict agreements about safety and hygiene can be made in partnership with other schools. ISL will not participate in competitions taking place in countries where mandatory quarantine for Luxembourg residents applies or larger outbreak clusters are prevailing. When ISL hosts games or competitions, all visiting teams are obliged to adhere to the Health screening and preventative hygiene prior to competing against other teams. Parents as spectators and event-supporting staff must respect physical distancing rules and mandatory face covering to reduce risk exposure.

In case of any positive test for COVID-19 among the participating teams, event-supporting staff or host families, the entire competition or event will be stopped and cancelled immediately. All participants will be asked to self-quarantine, contact their local medical authorities and/or doctor and follow the advice provided..

Performing Arts

Upper School Band and Choir - No choir until further notice and the following info is for Band only.

Rehearsals

Use of US auditorium for all rehearsals - large space and potentially well-aerated

- Set places for each student, 2m+ apart, marked on floor, with chair and music stand.
- These would need to be permanently in the auditoriums, and can be used for all groups.
- Percussion instruments would also need to be permanently kept in the auditorium, as they are large and not easy to move around.
- Students will set up the arrangement for each session and place all equipment back to the storage area after the session, so the Auditorium can be used for other activities at all times.
- For safety and security of instruments, we would need to lock the auditorium after use, and look carefully at which other groups might want to use it

Limited rehearsal time of 30 -45 mins, then a break of 15 mins for aeration before next group. Students must stay in their places during the whole rehearsal. There is also the possibility of wearing masks while singing if this is thought necessary, though other methods, eg further spacing, would be preferred.

- Where appropriate wind instruments being fitted with “masks”, for example for brass instruments (sample left)
- Woodwind instruments are not so straightforward, as the air comes out the whole length of the instrument as well as from the bell.
- Instruments should be well-cleaned, disinfected where appropriate after practice (though they are not shared). This can be done in their allotted seat/space in the auditorium.



Storage of instruments after band. To prevent loss of time getting to class after band, instruments could be left under their chair, if no one else is using the auditorium that day, and then fetched after school. Or a safe storage to be provided elsewhere in / near the auditorium

Upper School Theatre

Currently there are no specific restrictions for theatre performance beyond the general measures outlined in the Hygiene & Safety concept.

Lower School Band and Choir - Currently paused awaiting further review by the Lower School Principal and the Lower School Music Department.

We intend to begin Wind Orchestra the week of September 14th 2020. Beginner Band is more complex as the instrument selection and preparation process takes a couple of weeks.

- Students will rehearse with students from the same homeroom.
- Students must observe physical distance for these activities. Should the classes be too large for the practise room, the Auditorium will be used.
- Students will not be sharing instruments and will either rent from school or purchase their own equipment as in previous years. Students will be taught how to clean and take care of their instruments during the first lessons.
- Instruments all have their own cases and will be stored in the instrument storage cupboard until they need to go home after school.

Rehearsal times

Day	Time	Wind Orchestra:		Beginner Band	
Monday	12:05-12:35			4LR	4JZ
Tuesday	12:05.12:35			4JW	4KE
Wednesday	12:05-12:35	5JY			
Thursday	07:50-08:20 12:05-12:35	5MD 5NF	5GK 5JS		
Friday	12:05-12:35			4AM	4CT

Non-observance & Sanctions

All ISL community members are mandated to support, respect and abide by the measures outlined in this document and also the general Covid-19 related rules set out by the Ministry of Health.

Any willful violation by students or staff members of the Hygiene and Safety rules may result in disciplinary actions as outlined in the current editions of the Staff Handbook and the Parent & Student Handbook.

Reaction on outbreaks

Closing schools should always be the last resort in efforts to control the pandemic.

ISL will follow recommendations from the Ministry of Health in the case where a positive Covid-19 case is identified within the school. In case an entire class needs to be quarantined, ISL will offer online learning for these students during quarantine.

Single students in isolation or quarantine directed by the Direction de la Santé will be supported online, whenever possible or appropriate.

