

The International School of Luxembourg Hygiene & Safety Concept 2021/2022

Effective 01 August 2021



ISL Hygiene and Safety Concept

Introduction

This document complements the [Roadmap plan for the school year 2021/22](#) and is guided by the assumption that a large number of staff members and older students have received a vaccination for Covid-19. We must assume that a vaccine for children below 12 years old will not be available soon. Such an assumption means we still need to be able to respond quickly to circumstances in our school community as well as to the public health situation in Luxembourg. Throughout the school year 2020/21 the International School of Luxembourg (ISL) has maintained a close relationship with the Ministry of Health and has strictly followed the instructions given by the Ministry of Education for school related specifics. This was key to a successful operation under the circumstances of the pandemic and ISL will continue to pursue this successful collaboration.

ISL starts the school year 2021/22 on 25 August 2021 on its Plan A - face-to-face learning with the adaptation of specific precautionary measures to adapt to the prevailing public health situation and to protect younger children and vulnerable persons. ISL is committed to keeping its campus fully open as this is in the best interest of the students. At the same time, 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 arranging 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 pandemic.

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

ISL's 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. The school year 2020/21 proved the responsibility of the community and its awareness of the associated risks. We saw frequent participation in the Large Scale testing, self tests and numerous cases of precautionary self-isolation to mitigate risks of ISL community members returning to Luxembourg from visits abroad.

Accordingly, **ISL continues to encourage every student and staff member to undergo a Covid-19 test before re-entering the school after traveling abroad.** Rapid Antigen testing in schools will be performed as directed by the Government authorities. It needs to be noted that for legal reasons ISL cannot mandate that students and staff members take a test or vaccination.

Nevertheless, ISL will actively promote participation in the Luxembourg testing strategy on a regular basis with all its students and staff members. ISL will also assist the Ministry of Health in tracing contacts in the case of a positive result.

Covid-19 contact tracing

1. Students and Staff members who test positive must inform the school accordingly and will need to observe 10 days in **isolation as** required by the Direction de la Santé. The letter “Ordonnance d’isolement” must be submitted to the school nurses. lsnurse@islux.lu usnurse@islux.lu
2. For each student tested positive and not showing any symptoms, the school needs to report all contacts in the school for 2 days backwards.
3. For each student tested positive and showing symptoms, the school needs to report all contacts in the school for 2 days backwards counted from the day the first symptoms appeared.
4. Each student with a positive outcome of a rapid self-test must self-isolate immediately and perform a PCR test as soon as possible.
5. Students and Staff members identified as close contacts¹ of a Covid+ 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
6. Students and Staff members identified as low risk² contacts must perform self-monitoring for 14 days and will be given an Ordonnance by the Direction de la Santé for a test on Day 6. Low-risk contacts can continue to go to school, unless showing symptoms.

Follow-up process:

1. Students and staff members in isolation can return to school on the last day of isolation indicated in the Ordonnance 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.

¹ In the context of the COVID-19 pandemic, as a general rule, close and direct contact occurs when two people, one of which has tested positive for COVID-19, have had face-to-face contact and in the absence of effective protective measures (without a mask, without respecting the rules of minimum distance, touching, shaking hands, kissing, etc.) for at least 15 minutes.

² We define low risk contact, as contact between two persons when the mask was worn even if the distance of 2m and the contact time exceeded 15 minutes, e.g. in a classroom.

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

Self-quarantine

Members of the ISL community recognise the importance of self-quarantine in case of virus-related symptoms or a positive result from a self-test.

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 Ministry of Health/Direction de la Santé.

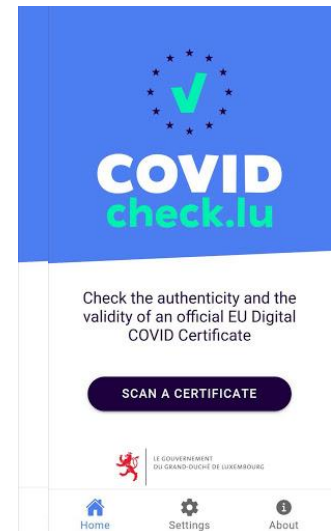
Hygiene & Safety on campus

Safety concept

ISL's safety concept is based upon four standards: mask wearing, physical distancing, rapid tests and ventilation. In alignment to the four standards, ISL will practise the Covid Check system for gatherings in line with the Luxembourg government regulations.

Covid Check applies to individuals who prove to

- a) be fully vaccinated
- or
- b) have recovered from Covid+ during the last 6 months
- or
- c) have a negative Covid test
 - i) PCR test 72 hours
 - ii) Certified Rapid test 48 hours
 - iii) Rapid test immediately before participating in the gathering



During gatherings, Individuals who pass the Covid check do not have to wear a mask and the requirement for a minimum physical distance of 2 metres and the requirement for seating arrangements do not apply.

Face Masks

Until further notice the wearing of masks will be mandatory inside the buildings including classrooms. In line with prevailing directives this currently applies for all students from Grade 1 to Grade 12 as well as all staff members and visitors. Face masks are optional during PE lessons and outside the school buildings during break times.

Face masks may also be removed when seated and eating at a designated eating area and during gatherings where the Covid Check system applies.

Physical Distancing

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

Physical contact is strongly discouraged except in cases of emergency.

In Physical Education and Performing Arts classes special rules will apply (see below). 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.

As part of the physical distancing standard, students of Lower School and Upper School do not mix during school times and also do not use the other building.

However, students may be mixed at a grade level, e.g. for French and EAL classes in Lower School. Special rules for mixed classes apply for afterschool activities, Stay 'n Play programme and outdoor activities.

For school events and performances with audiences, applicable government regulations for physical distancing during gatherings need to be observed. The Covid Check system may be applied for visitors and Staff responsible for the organisation of the event must present for prior approval by the Director a specific hygiene concept for each event or performance.

If it becomes necessary, meetings with more than 10 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 at the beginning and the end of a lesson. Windows should be opened during transition times. The buildings are equipped with technology that will automate largely the opening and closure of windows. Windows do not need to be kept open permanently, especially during winter time.

Due to the fact that 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 play an important role in mitigating the risk of virus transmission. 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.

Students will be educated in the importance of hygiene and safety and their responsibility to follow through and support the school.

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.

Individual disinfection kits, consisting of a spray bottle, disinfection wipes for electronic equipment, gloves, tissues and face masks are available to all staff members.

Bathrooms as well as contact points like door handles and handrails are cleaned with a disinfectant product on a regular 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. 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.

Start of the day in the Lower School 07:45 - 08:45

The main Bouillon gate will be open and the internal crossing supervised by the two ISS guards. Parents can drop off their child(ren) in Grades 1 to 5 in person on foot or by car but will not pass planting boxes at the front of the Lower School unless they have an appointment. Parents of EY3, EY4 and Kindergarten use the Hillside ramp to drop their child off from their car or walk to the outside changing room door until 08:30.

Parents arriving late should drop their child off at the Lower School reception desk, but proceed no further.

End of the school day Lower School pick up points (every day Monday through Friday)

Parents of children in EY3 and two of the EY4 classes may currently walk up the supervised Hillside ramp to pick up their child from the outdoor classroom doors in the Early Years playground.

Parents of the other two EY4 classes, and all Kindergarten (KG) and Grades 1 to 5 classes may collect their child(ren) in person under the covered atrium at the front of the Lower School at the below times in the allotted and signed locations.

Pick up times - Lower School

<u>Monday, Tuesday, Thursday, Friday</u>		<u>Wednesday</u>	
EY 3	15:05	EY 3	12:05
EY 4	15:10	EY 4	12:05
Kindergarten	15:15	Kindergarten	12:05
Grades 1 and 2	15:20	Grades 1 and 2	14:40
Grades 3 to 5	15:25	Grades 3 to 5	14:45

Start of the day in the Upper School 08:00 to 08:25

Entry to the Upper School for students is possible from 08:00. Access prior to this is by special arrangement only (ie: for band practice on certain days).

Between 08:00 and 08:20, entry is possible through the main entrance, the turning gate to the Timber Playground, or via the Hillside building.

After 08:20, access is available through the main entrance only.

End of the day in the Upper School 15:40 (14:40 Wednesdays)

All exit points may be used to leave the building at the end of the day.

Access for staff members

Staff members in the Lower School can use the main entrance and the teacher parking entrance to enter and exit the building.

Staff members in the Upper School can use the main entrance, delivery entrance or the turning gate to enter and exit the building.

Staff members in Hillside building can use the Hillside ramp gate and the above mentioned entrance points in Upper and Lower School.

Cafeteria Services

Both the Lower School and Upper School cafeterias will be open 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. A one way system will be in place in all areas.

Inside both cafeterias, the tables are spaced at least 1,5 metres apart, a maximum number of persons sitting at one table may apply. All tables (indoors & outdoors) and serving places will be cleaned and disinfected regularly throughout the lunch services.

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 crudités. Students in EY3, EY4 and Kindergarten will eat their lunch in the classroom. Grade 1 eats in the Lower School Multipurpose room (MPR) 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 beforehand. They are then served by a teacher or Teaching Assistant using tongs to take the pieces of snack from the container. Students have a disposable paper serviette to place the food on. Students wash their hands once again once they have finished.

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.

For lunch, seating is organised by homeroom with assigned named places on seats of four students only per table. This is unless prevailing directives allow ISL to return to eight students from a class who can sit at a table.

The Lower School will operate a staggered lunch in the cafeteria for grades 3, 4 and 5 as follows, unless there is a relaxation of the regulations in cafeterias:

12:10 Grade 5 12:30 Grade 4 12:50 Grade 3

12:10 to 12:35 Grades 4 and 5 sit as a grade in half the cafeteria each

12:35 to 13:05 Grades 2 and 3 sit as a grade in half the cafeteria each

At 12:05 in the Multipurpose room: Grades 1 take their lunch

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, crudités and soup by Cafeteria staff. There is no self-service facility for this part of the meal.

Upper School cafeteria specific

Markers are fixed to the floor outside and inside the cafeteria to help diners keep physical distance while queueing and when being served.

Until further notice, seating at the lunch tables for staff and students is restricted to a maximum of 4. A covered picnic terrace serves as an extension to the cafeteria and is available near the entrance of the Upper School.

A staggered lunch time is in operation for both sections of the Upper School with grades taking turns being first to lunch. The High School Lunch period starts 15 minutes earlier than the schedule to allow more time for all four grade levels to pass through the cafeteria safely.

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 will be handed out by the cafeteria staff at the serving stations. There will be no self-service, only serving stations held by the cafeteria staff.

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.

Upper School Snack Shack specific

During lunch time, a selection of sandwiches will be available for sale at the Snack Shack, where an appropriate queuing system is in place. Until further notice, seating in the Snack shack is restricted to 4 per table.

Outside lunchtimes, the Snack Shack will be open from 08:00 to 10:00 as a "Grab & Go" facility. This means that pre-packed snack foods will be available for students and staff to purchase on the understanding that they are for consumption only at break time or lunchtime and only outside the building. Because of limited space and time, the Snack Shack is not open during morning break.

Operating as a "Grab & Go" with a two-hour opening and a take-away service only, students

are encouraged to avoid creating long queues. The idea is for students to make only a quick visit to grab a snack to put in their bags for consumption later.

In the mornings and at lunchtimes, students may choose to bring breakfast, snack foods and lunch from home rather than purchasing in school. In either case, food may be consumed only when seated and in areas designated safe places to eat.

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

Preventative Hygiene in Performing Arts



In addition to the rules above, the following specific measures apply in Performing Arts including Beyond the classroom activities.

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 art performances. Covid Check system will be applied for all student performances with audiences.

Musicians, Singers, Dancers, Presenters and Actors will be able to exercise their rehearsals and performances following the guidelines and directives from the Ministry of Health for cultural events unless there is a specific directive for schools issued by the Ministry of Education.

Basic expectations concerning hygiene are as follows:

- Wash hands with soap and water or use hand sanitiser if unable to wash hands, before exiting or before entering the performance venue.
- Wash hands or use hand sanitiser during breaks.
- Where appropriate, wear a face mask.
- 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 nurse / school health professionals.
- All personal costumes and accessories must be taken home after each day and washed.
- Do not share clothing, accessories or other personal items.

Lower School

Band & Choir

- Students will rehearse with students from the same grade level.
- Students must observe physical distance for these activities. Should the classes be too large for the practice 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.
- Accurate attendance to be taken for contact tracing purposes

Upper School

Band & Choir

- Musicians are permitted to rehearse following the guidelines and directives from the Ministry of Health for cultural events unless there is a specific directive for schools issued by the Ministry of Education.
- Room is aired regularly during the rehearsal
- No sharing of instruments, except, where needed, percussion - these are wiped down before given to the next player.
- Accurate attendance to be taken for contact tracing purposes

Performances and Events

Spectators / Audience

Performances and events are open to an audience and spectators as long as not restricted by the government's guidelines. The school will opt for the Covid Check system or apply the guidelines in place at the date of the performance or event.

The number of spectators and performers will be determined by the guidelines in place at that moment. The same applies regarding accessory catering activities and serving refreshments. Faculty members responsible for the specific events and performances and ensuring the observance of these specific measures.

Organisers must set up a specific Hygiene concept for all performances that accept visitors, parents or spectators to attend. The concept needs the approval of the COVID Task Force.

Preventative Hygiene in Sports



In addition to the rules above, the following specific measures apply in Sports including Beyond the classroom activities.

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 sport matches.

ISL follows the guidelines and directives from the Ministry of Health for sporting activities unless there is a specific directive for schools issued by the Ministry of Education.

Until further notice, Face masks must be worn in the locker rooms and inside buildings while not being active, e.g. in the hallways.

ISL 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.
- 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 nurse / school health professionals..
- 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 and coaches responsible for the specific events and sport matches are securing the observance of these specific measures.

Sports - Lower School

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

- 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

Sports - Upper School & NECIS Sports

- Each sport 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.
- 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 football pitch seating area.
- Limited use of bibs (if needed they will be used once and washed at the end of the day).

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..

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. Complete your exercise, sanitize equipment and move on.

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 and/or Ministry of Education.

Any wilful 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.

