



# **School Operations During COVID-19 2020-2021**

Updated: 19 February 2021

**QSI International School of Münster**

Salzmannstrasse 152

Münster, Germany

+49 251 38349446

[Munster@qsi.org](mailto:Munster@qsi.org)

# | Health & Safety |

SAFETY  
FIRST

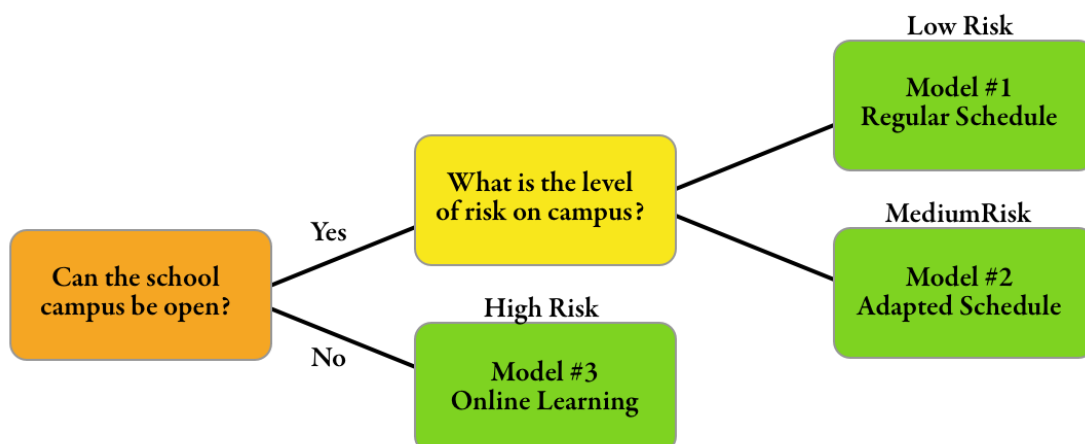
QSI International School of Münster is planning to return to campus on **August 27<sup>th</sup>** and open our doors for a new school year. We look forward to seeing all returning students and families, while also welcoming a number of new students and families into the community.

Without any clear indication for how long we will need to make adjustments due to COVID-19, we may be in a situation where we are moving through a variety of risk levels. QSI International School of Münster will continue to follow guidelines defined by the local government which may include specific classroom arrangements or campus closure with distance learning put in place. We will follow the government's assessment of the risk level, but QSI International School of Münster realizes that we will need to respond to a number of different health and safety scenarios.

We also understand that within our large school community there are a wide range of perspectives and views concerning the seriousness of COVID-19, practical precautionary methods, and realistic procedures. QSI International School of Münster will refer to the recommendations and guidelines published by the local German government and WHO.

This document is meant to outline three different educational models as they pertain to the current known considerations. We recognize that we must remain flexible and that we may be in a situation requiring us to shift from one model to another. We understand that with each model, we will need to share many more important and specific details. Based on the developed situation prompting the shift to a different educational model, the specifics of each model may vary differently and need to be adjusted. We will communicate the finer details of an educational model shift once the situation has been assessed. Providing a safe and healthy learning environment is our number one goal in all of the educational models.

We expect that the situation will continue to be fluid and may change throughout the school year. The school will need to be prepared to possibly shift between the three models below, depending on the circumstances.



# Health and Safety Considerations

**Cleaning & Disinfecting:** Our cleaning company has been instructed to put a larger emphasis on cleaning of commonly touched surfaces, any available shared spaces, and classrooms.

**Increased Hand Hygiene:** Frequent hand washing will occur on campus. Scheduled hand washing will be scheduled during the day.

**Physical Distancing:** Physical and social distancing may be implemented in regard to arrival & departure times, classroom arrangement, movement through the hallways, scheduled breaks, and queuing in lines.

**Safety Equipment:** QSI will continue to do temperature checks for students, staff and anyone else permitted to enter campus. It is likely that all students and staff will need to wear masks while in common spaces and the classroom. Any adjustment in mask usage will be based on local government expectations.

**Access to Campus:** QSI has a vibrant campus full of various classes and activities. We may need to close off our facilities to some of these activities and opportunities. Access for parents and visitors will be carefully limited, evaluated, and monitored.

**Adherence to Local Health & Safety Expectations:** QSI frequently checks local government health and safety expectations for all grade levels. Our goal is to incorporate the different grade level safety expectations into a cohesive campus that provides a safe teaching environment for 3 YO to Secondary 4.

**Community Support:** To support the school in creating a safe and healthy learning environment, please adhere to the local government expectations on travel and quarantine measures beyond the school campus.

**QSI will continue to actively monitor the Coronavirus situation in Münster, NRW, and Germany. Updates to this handbook and QSI's operations will be made as needed.**



# Potential Educational Models

## **Potential Model #1: Regular Schedule**

When the risk level is considered to be low, QSI International School of Münster will operate our regular daily schedule with increased health and screening practices. In this scenario, we would be able to have all students on campus at the same time.

## **Potential Model #2: Adapted Schedule**

If QSI International School of Münster receives updated COVID safety measures from the local government and the school determines it is safer to operate the school on an adapted schedule, we would create a modified schedule to establish the safest learning environment. By reducing the number of students on campus and restricting the presence of different age groups on campus, we would not be able to have all students on campus at the same time.

## **Potential Model #3: Online Learning/Distance Learning**

If German health department determines that schools must close temporarily or we are instructed by the local government to close temporarily due to a suspected COVID case within our campus, QSI International School of Münster will return to providing educational services via online platforms and following the distance learning plan.

## **Attendance Policy**

When Model #2 or #3 is in effect, students who are physically present at school or who are at home and actively working on schoolwork (as evidenced by uploading documents/pictures to class platforms) will be marked as present during the school day.

Students who are at home and are not completing schoolwork or are submitting no evidence of completed schoolwork will be marked as absent.

Students may not attend school if they have a fever or a cough. Any child who has a family member with coronavirus symptoms (See Appendix) should not attend school until it is confirmed by a doctor that the family is free from the virus.



# Potential Model #1: Regular School Day

When the risk level is considered to be low, QSI International School of Münster will operate our regular daily schedule with increased health and screening practices. In this scenario, we would be able to have all students on campus at the same time. Below is the daily bell schedule that will be followed. Break periods maybe adjusted during the year to adjust to updated COVID safety guidelines.

Bell Schedule	
Homeroom	8:15 - 8:20
Period 1	8:20 - 9:05
Period 2	9:08 - 9:53
Break/Snack	9:53 - 10:13
Period 3	10:15 - 11:00
Period 4	11:02 – 11:47
Lunch	11:47 - 12:25
Period 5	12:27 – 1:12
Period 6	1:15 – 2:00
Period 7	2:03 – 2:48
Dismissal (PK-11YO)	2:48
Period 8	2:50-3:35



# Potential Model #2: Adapted Schedule

If QSI International School of Münster receives updated COVID safety measures from the local government and the school determines it is safer to operate the school on an adapted schedule, we would adjust our operating procedures for the campus and would create a modified schedule to establish the safest learning environment. By adjusting the timing of the school schedule in conjunction with the local government health and safety regulations, we may not be able to have all students on campus at the same time. Depending on the situation, the adapted schedule may emulate the half-day school plan implemented in the spring of 2020 or a variation of the model maybe created. Each age level will use a hybrid model of learning.



## Preschool & Elementary

As it is more difficult for parents to accommodate for Preschool and Elementary students staying home, QSI International School of Münster is committed to having 3-11 YO students attend school for part of the day. Each day, the teachers would plan to cover 4 subjects: Reading, Writing, Math and an elective. The teacher would provide additional work for other classes through a digital platform. The timing of the school day will depend on the current COVID climate, school facilities, and local government regulations.



## Middle School & Secondary

**Middle School and Secondary students may have a reduced on-campus schedule.**

This means 12YO – Secondary 4 students would meet with some teachers live on campus while other course subjects would be completed through a digital platform at home.

**Middle School and Secondary students may have an on-site and off-site schedule.**

This means 12YO – Secondary 4 students would not come to campus daily, but would attend the equivalent of every other day with a modified schedule. As our older students are more independent, they can more easily navigate such a schedule and connect with the on-site class from home.

# Potential Model #3: Online Learning Plan

## Distance Learning Platforms and Communication System at QSI International School of Münster

Should we transfer to distance learning, the goal is to provide synchronous learning while balancing the students' online time and mental health. The students will participate in some live lessons and complete other course work posted online. The following *Online Platforms* support both distance learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:



**OFFICE 365** – all staff have email accounts through Office 365 along with a variety of tools to communicate and collaborate. Some tools, such as **Teams** will be used with students who are also issued school email accounts (**10yo-S4**). Teams will be the video platform for 10YO – Secondary 4. One goal for this year is to slowly expand 365 Teams accounts to 9YO and below by issuing student accounts managed by the parents.



**CLASS DOJO**- is a platform for student work to be submitted and archived. Class Dojo also provides frequent up-to date communication to parents and students. (**PreK-9yo**).



**SEESAW**- During the year, some QSI PreK and Elementary teachers will pilot a new platform to enhance the distance learning experience. SEESAW is a platform for student engagement that provides creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers can find or create activities to share with students and parents (**PreK-9yo**).

# Preschool & Elementary

Pre-school (3-4 year-olds)	
Guidelines for online learning in the preschool: Face to Face learning activities	
3-4 year-olds	4 times per week
Approximate time per day	Face to face meetings
15-20 minutes – morning	Literacy activities
15-20 minutes - morning	Mathematics activities
10-15 minutes – afternoon (optional)	Enriching Activities: Group PE exercise, singing, art and other teacher identified activities.
Approximate time per day	Home Enrichment
Time determined by parent	Videos and home exploration. Periodic one on one meetings with each student.
Video sent by teacher-- limitless time	Music & Movement

Elementary (5-11 year-olds) Online Schedule Monday - Friday	
8:30-9:15	Reading and/or Writing
9:15-10:00	Mathematics
10:00 – 10:30	Break (PreK class delivered at this time to avoid video conflict)
10:30-11:15	Cultural Studies, Science, Specials, or Reading/Math Extension
11:15-12:00	Homeroom (Activities range from Success Orientations to Afternoon Planning) or Specials, Reading/Math Extension or German*
12:00-1:00	Lunch
1:00-1:45	Individual Support from Teacher/Small Group Support/Activities, Specials, Reading/Math Extension, or German*
1:45-2:00	Break (PreK class delivered at this time to avoid video conflict)
2:00-2:50	Individual Support from Teacher/Small Group Support/Activities



# Middle School & Secondary

The Middle School and Secondary program will be a combination of synchronous and asynchronous schedule of classes. The mornings will be a synchronous, face-to-face, schedule which allows students enough time to meet with teachers, receive instruction, discuss material, and work through a variety of assignments or projects in their class. The synchronous classes will alternate periods each day. The asynchronous classes, (ones without live class time during the day) will receive updated assignments for the day in Teams and be expected to complete them in a timely manner. The teacher will be available in the afternoon to support any questions on asynchronous assignments. The afternoon will also be a time to organize one-on-one meetings, small group lessons, and other asynchronous activities connected to their regular school schedule.

<b>12 YO – Secondary 4</b> <b>Monday - Friday</b> <b>MORNING – ALTERNATING SYNCHRONOUS TIME</b>		
Time	A Block	B Block
8:30 – 9:15	Period 1	Period 8
9:15-10:00	Period 2	Period 7
10:00 – 10:30	Break	Break
10:30 – 11:15	Period 3	Period 6
11:15 - 12:00	Period 4	Period 5
12:00-1:00	Lunch Break	Lunch Break
<b>AFTERNOON- ASYNCHRONOUS TIME</b> <b>Monday - Friday</b>		
1:00-3:35	Independent Work/Staff Office Hours	Independent Work/Staff Office Hours
<b>SPECIAL AFTERNOON ADVISORY MEETING</b> <b>Monday &amp; Thursday</b>		
1:45-2:15	12/13 YO Homeroom with Dr. Garner & Ms. Mirela	Secondary Homeroom with Mr. Julian & Mr. Alex

## Blended Learning Program

There may be a number of students who are not able to attend school, on campus, for a variety of reasons. In these situations, we will do their best to accommodate how students may still connect or complete work remotely.

# Health Reminders & Practices

## Increased Washing of Hands

Throughout the school day, there will be scheduled times for students to wash their hands and use hand sanitizer.

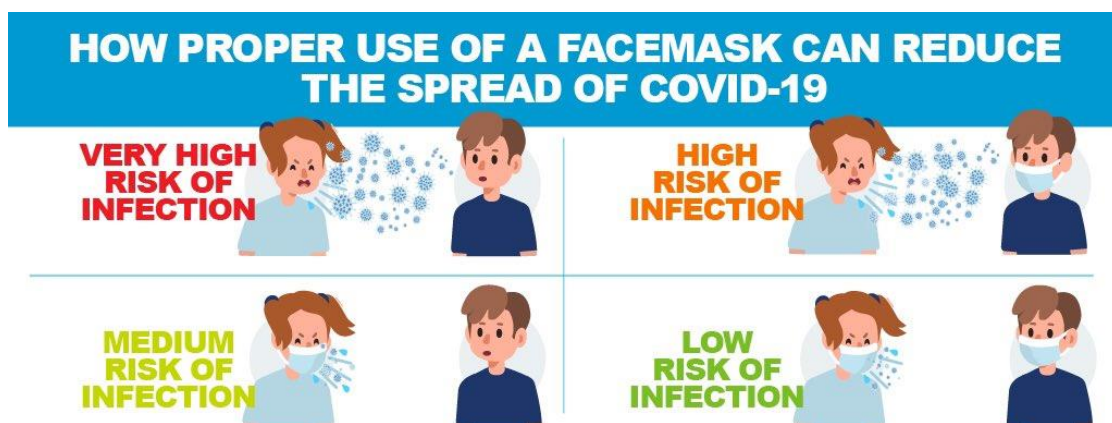


## Wearing a Mask

It may be likely that students, teachers, and staff may need to wear masks throughout the day, or through parts of the day. The purpose of wearing a mask while at school is for two main reasons:

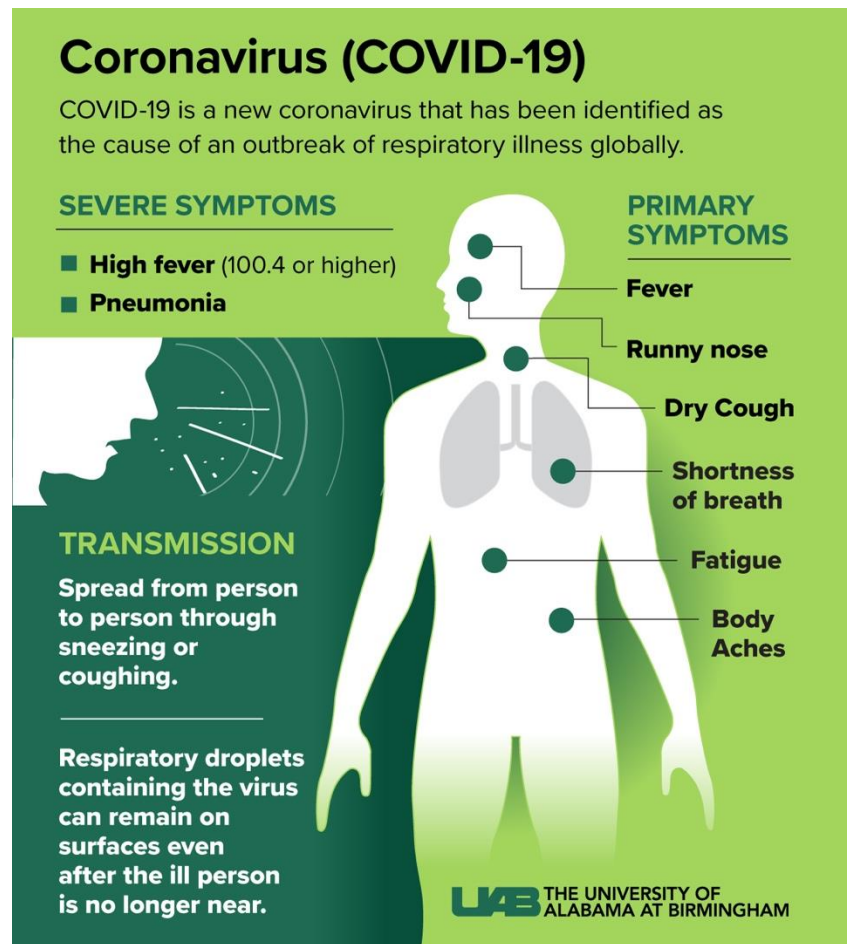
- 1) Prevent the spread of droplets
- 2) Reduce individuals touching their faces

Though the school does have emergency masks in supply, students are expected to bring their own masks. It is also recommended that students bring an extra mask in their bookbag. Some students may want a fresh/clean mask after lunch and mask straps may break over time.



## Community Supporting QSI Health & Safety

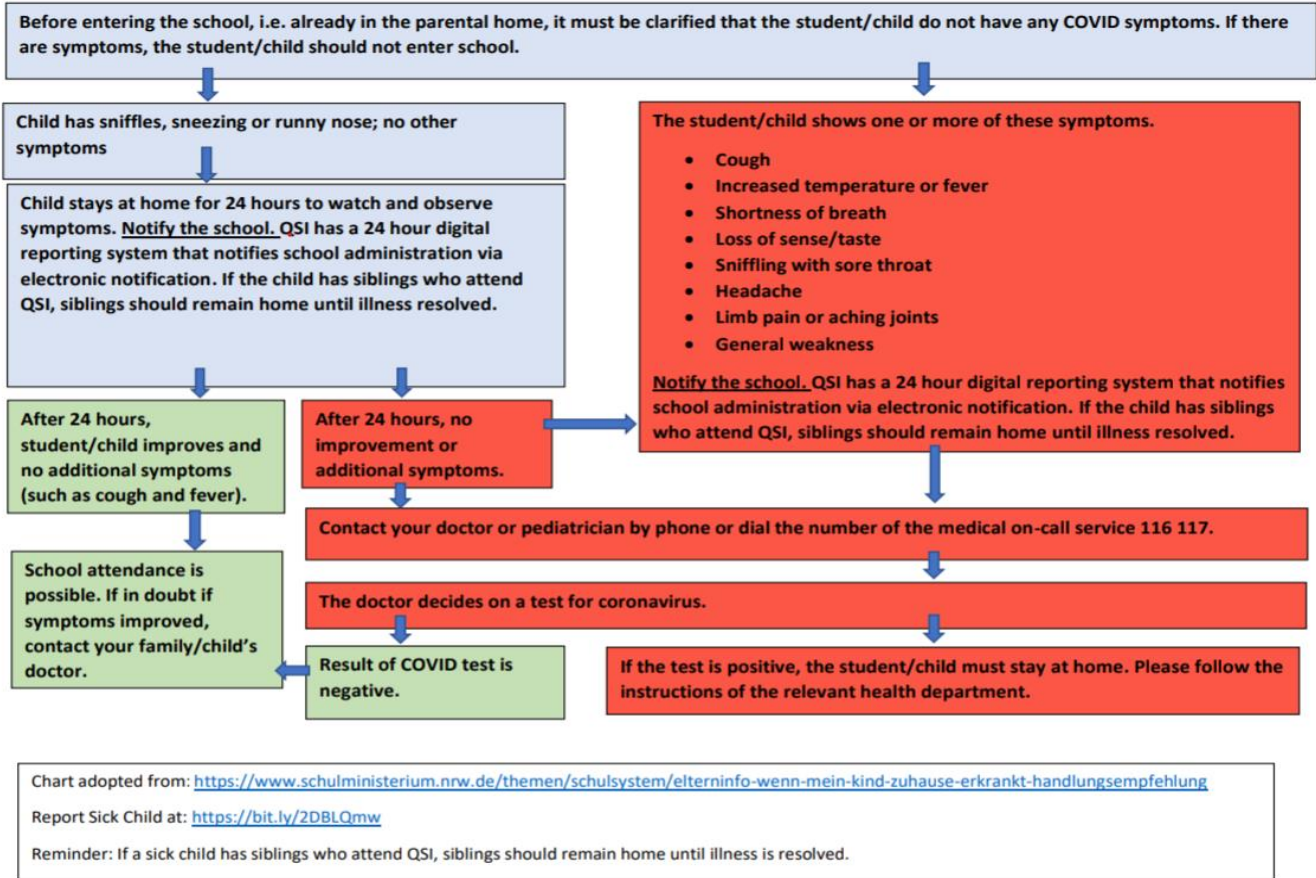
- Always check your child for COVID-19 symptoms, before sending them to school.
- Never give your child medication that could mask/reduce a fever before sending them to school.
- If your child has a fever and/or other COVID-19 symptoms, please keep them at home and contact the school to tell them why your child will be absent.
- Make sure that your child has masks, their own water bottle, and possibly come with their own individual hand sanitizer.



## Parents or visitors wishing to access the campus must make an appointment and will need to:

- Wear a mask
- Use sanitizer upon entering the building
- Check in with the office when you arrive
- Have your temperature checked
- Complete visitor registration upon arrival to track visitors to campus
- Practice social distancing when on campus

### QSI COVID Flow Chart for Reporting Sick Child at Home



### Illness at Home

- If a student is showing COVID symptoms, the parents should reference the flow chart adapted from Germany's NRW region for monitoring a sick student.
- It is important that the school is notified about the possible symptoms. Report your child's symptoms via the school's electronic absence report found on the flow chart and in the school's weekly newsletter.
- The illness will be recorded in the school's health documentation for contact tracing purposes.
- The student should remain home until recovery is confirmed or has tested negative.
- The school will monitor very closely any individuals within their contact circle for similar symptoms.

### Illness at School

- If a student is showing COVID symptoms at school, the parents will be contacted to pick up their child.
- The student will remain in isolation until they are sent home.
- The illness will be recorded in the school's health documentation for contact tracing purposes.



## Confirmed Case

- If an individual in campus is confirmed to have COVID-19, and not just the symptoms, the school will inform everyone within the contact circle to warn contacts of their exposure.
- The school will contact the local health department for further instructions.

## Isolation Room

The school will have a room/space identified for the use of isolating anyone showing symptoms while waiting to be sent home.



# Campus Procedures

## Contact Tracing & Limited Contact

The adjustments to the full day on campus procedures is based on local government's guidelines to operate during the COVID pandemic. Two major goals are to limit contact between students to reduce any possible exposure to COVID and have the ability to trace contact within the school campus should a COVID case arise.

- a. Strategies to reduce the number of persons in contact with one another:
  - i. Classroom homeroom/cohorts with restricted interactions
  - ii. Social Distancing
  - iii. Limitations on gathering areas
  - iv. Organize patterns of movement and one-way systems in hallways
  - v. Assigned classroom seats
  - vi. Designated bathroom locations for homeroom/cohorts
  - vii. Have specialist teachers come to classrooms or homeroom teach specials subjects
  - viii. Avoid the mixing of students for language classes
- b. Tracking Student Movement
  - i. Use of the student's schedule to inform contacts

Depending on the local government guidelines, some of the above approaches maybe adjusted to meet the needs of certain age groups.

QSI Münster will use parts of the first 5 days of school to review the safety expectations so contact tracing and limited contact strategies are effective.



## **Arrival Procedures**

Families will wait with their child outside of school and keep 1.5 meters distance from other families. Markers will be placed in front of the school to assist with the 1.5 meter distance when entering.

Students will sanitize hands and have temperature taking as they enter the school.

All students will go directly to their assigned floor.

2<sup>nd</sup> floor: 3-9 YO

3<sup>rd</sup> floor: 10-11 YO

4<sup>th</sup> floor: 12/13 & Secondary

12YO – Secondary 4 students will enter the building from 8:00-8:10 AM.

3YO – 11YO students will enter the building at 8:10 AM.

Students from 3-6 Years Old will change shoes by their classrooms. Immediately after unpacking and/or changing shoes, all students will wash their hands.

The playground is off limits before the school day begins. Children may not be dropped off before 8:00 AM. Parents should wait with their students outside during arrival until students are admitted to the building. Until further notice, parents will no longer be able to enter the building during arrival.

## **Dismissal Procedures**

Parents should wait for students on marked 1.5 meter lines outside the building during dismissal. 4-6 Year Old students will change to their outdoor shoes right outside their room. Staff will guide students down in 5-8 minute shifts:

2:40 – 10-11YO & 7-9YO classes dismiss (Front Door)

2:48 – 5-6YO & 3-4YO classes dismiss (Front Door)

3:35 - Middle & Secondary School dismiss (Front Door)

Designated half days of school end at 12PM; the below departure schedule will be used.

11:55 - 10-11YO & 7-9YO classes class dismiss (Front Door)

12:00 - 5-6YO & 3-4YO classes dismiss (Front door)

12:00 - Middle & Secondary School dismiss (4<sup>th</sup> Floor Outside Stairs Exit)

NOTE: The playground is closed after school and all families and children must socially distance as they leave the school grounds.

## **Student School Items and Resources**

In order to reduce the amount of sharing items we ask that students:

- Have their own personal water bottles
- Use their own personal school items. An example of possible needed materials are pencils, erasers, markers, scissors, crayons, glue stick/bottle, tape, small stapler. This is not an exact list. Resources will vary on by age levels.
- Specific class lists on resources and suggested container will be sent out by the teachers.
- A container to house the personal resources will help the child be organized. A storage container that does not take up much space on the desk and can be taken home easily should they student need the supplies at home for work.
- Extra mask and small hand sanitizer are also helpful.
- Necessary technology for 10-YO Secondary 4 ages as listed in the Personal Digital Device Guidelines.

## **Students Unable to Attend School**

If a student is unable to attend school, we will try to incorporate students working from home as much as possible. This means they will still be given assignments and activities to do daily. In secondary and middle school, it may be possible to have students join in class discussions via Teams. Teachers of all ages will find a time to communicate with students who are remaining at home. Students who are at home and not meeting the teacher's expectations by completing schoolwork or submitting evidence of completed schoolwork will be marked as absent.

## **Social Distancing During the School Day**

During the school day, students will be expected to socially distance. All students have assigned seating during this time.

All floors have identified homeroom locations to reduce interactions between students.

2<sup>nd</sup> floor - 3-9 Year Olds

3<sup>rd</sup> floor – 10-11 Year Olds

4<sup>th</sup> floor - Middle School & Secondary School

For mathematics only: 11-13 YO students who move for math class will have an assigned seat in the math class.

## **School Lunch**

- Students will need to bring lunch from home.
- Students will eat together with homeroom or assigned cohort group.
- Microwave and refrigeration of lunch is not available. Plan lunches accordingly.
- Students will eat in the homeroom class in their assigned seats. Students wearing masks in class for lessons can take masks off to eat.
- Since tracking student whereabouts is a priority for German schools, secondary students' off campus privilege is temporarily suspended. As soon as a safe method is identified, this adjustment will change.

## **Outdoor Recess**

- Outdoor recess locations will be designated for specific age groups.
- Students must have masks on during recess and practice social distancing.

## **Technology Class**

- Technology classes will be taught in the classroom.
- 3-9 YO will use a school tablet for tech lessons. Tablets will be assigned and disinfected after use. Tech lessons may occur for several days so students can utilize the same tablet and maximize time.
- 10YO – Secondary 4 students will want to start bringing a tablet or laptop to school for tech lessons and to maximize the Microsoft 365 account apps they will use in class. (See Personal Digital Device section).
- 7 YO – Secondary students may want to bring headphones to support learning. Small headphones stored in a case are recommended for ease of storage and hygiene.

## **PE Class**

- Teachers will plan gym activities that utilize social distancing space and will also plan outdoor activities whenever possible.
- Teachers will avoid activities that require physical contact.
- When PE space is plentiful and the activity allows distance between the students, the teacher has the opportunity to allow the students to remove their masks.

## **Library Books**

- Teachers will create a contactless system for students to select reading books within the homeroom/cohort class.
- Our library will use a 5-day rotation system to naturally disinfect books before they are placed back into circulation.

## **Visitors to the School**

With the exception of package deliveries, all visitors to the school should arrange appointments ahead of time. Visitors will be allowed into the school at the office level only. Neither parents nor visitors may go up to the classrooms.

If parents need to drop off or pick up materials for a child, please arrange a time with the teacher or the office and the materials will be prepared. All tours of the school during the school day are cancelled until further notice.

## **School Events & After School Activities**

QSI prides itself on the hosting school events because it enhances the climate of the school. At the moment, school events and after school activities will be put on hold. Once school opens, the possibility of safely hosting school events and after school activities on campus will be re-evaluated. In the meantime, virtual or remote activities will be explored. Messages concerning event updates will be sent out in the weekly Parent Newsletter. Traditional school events are placed on the calendar but are temporarily suspended until alternative plans or updated COVID safety guidelines are provided.

## **3-4 YO Information**

- 3-4 YO students do not need to wear a mask in the classroom.
- 3-4 YO students will need to wear a mask when walking in the hallway, using the bathroom, at recess and other common areas.
- Students will use their own school supplies or assigned school resources.
- Runny Nose Information: The Ministry for Kinder recommends the following procedure for children with a runny nose at home: In the case of a runny nose without other signs of illness or impairment of the child's well-being should first be observed at home for 24 hours for further symptoms such as cough, fever etc. are added. If no further symptoms occur, the child can go back to the day care center or child day care center be faithful. No medical certificate is required for resumption. Source: <https://www.mkffi.nrw/corona-aktuelle-informationen-fuer-die-kindertagesbetreuung>

## **5-9 YO Information**

- 5-9 YO students will be placed in cohort groups in the classroom and given assigned seats.
- Per government regulations, students placed in consistent classroom cohorts with assigned seats have the option to remove the mask during seated instruction.
- Students will need to wear a mask when walking in the hallway, using the bathroom, moving around the classroom, at recess and other common areas.
- If teacher is 1.5 meter from the students and delivering a lesson, the teacher can remove the mask. If not, the mask will be worn.

- Students will follow designated hallway and stairway for one-way walking systems and practice social distancing.
- Students will use their own school supplies or assigned school resources.
- 7-9 YO students are encouraged to bring a digital device to support the classroom learning. Students who bring one are expected to follow the Personal Digital Device Guidelines put in place for the older students.

## **10 YO-11 YO Information**

- 10-11YO students will be placed in cohort groups in the classroom and given assigned seats.
- Per updated government regulations, students will need to wear the mask at all times. Depending on the country's reported COVID cases, the maybe the option for students placed in consistent classroom cohorts with assigned seats to remove the mask during seated instruction. After school breaks that are 5 school days or more, masks will temporarily be worn at assigned desks for 2 weeks.
- Students will need to wear a mask when walking in the hallway, using the bathroom, moving around the classroom, at recess and other common areas.
- If teacher is 1.5 meter from the students and delivering a lesson, the teacher can remove the mask. If not, the mask will be worn.
- Students will follow designated hallway and stairway for one-way walking systems and practice social distancing.
- Students will use their own school supplies or assigned school resources.

## **12YO – Secondary 4**

- Secondary students who are taking QSI online courses will need to bring a digital device with wi-fi capability.
- Per updated government regulations, students will need to wear the mask at all times. Depending on the country's reported COVID cases, the maybe the option for students placed in consistent classroom cohorts with assigned seats to remove the mask during seated instruction. After school breaks that are 5 school days or more, masks will temporarily be worn at assigned desks for 2 weeks.
- Students will need to wear a mask when walking in the hallway, using the bathroom, moving around the classroom, at recess and other common areas.
- Students will use the outside staircase to support the separation of age-level cohorts.
- Middle School and Secondary students will also be asked to clean their workspaces. before leaving the classroom and after eating lunch.
- Students will have access to cleaning materials.



A decorative header featuring a row of sharpened colored pencils in various colors (purple, green, orange, red, blue, yellow) pointing upwards against a light background.

## **Personal Digital Device (PPD) Guidelines: 10YO-Secondary 4**

- Students in the 10 year old class and above should start bringing a personal digital device (PDD) to support and enhance the learning process.
- Students will follow the teachers' classroom guidelines on when to use PDD as a learning tool.
- Students will adhere to the signed QSI Acceptable Use Policy (AUP) for technology and practice Digital Citizenship traits taught in QSI technology curriculum.
- Suggested PDD includes a tablet or laptop capable of running the Microsoft 365 suite of apps, the QSI application software issued to students.
- Students are responsible of the maintenance for the hardware and software of the PDD
- Students moving within QSI common spaces should have all tech devices closed and stored away for safe movement.
- When applicable to the device, it is recommended that students use a protective case, screen protector, charging cord, and external charging battery.
- Students are responsible for their own PDD and should take measures to keep it safe when in use and stored.

## 2020-2021 Parent/Student Informed Consent Letter

The below letter will be sent in an e-mail for the family to review with their child. Please sign and submit before starting the school year.

*This consent must be carefully read and accepted in full by a signature from the Parents/Legal Guardian, all before their child is allowed to enter or continue with the on campus education at QSI International School of Munster.*

Parent(s)/Legal Guardian name and address ("Parents"):

Child/Student Name ("Student"):

We hereby acknowledge and confirm that:

1. QSI School and its staff are strictly adhering to all governmental and QSI regulations regarding safety and hygiene measures and are acting to the best of its ability to prevent the spread of the COVID-19 virus on its campus, including actively communicating these measures to the school community.
2. As the health of the Students is the main responsibility of the Parents, the Parents are, by signing this Informed Consent, also hereby pledging themselves and the Students to adhere to the following measures:
  - the Student shall not be accepted on a school bus and/or school campus if she/he is exhibiting or has exhibited any of the symptoms of COVID-19 virus in the last 14 days, including but not limited to the following signs: fever, cough, headache, sore throat, cold, shortness of breath, diarrhea, and other (please see WHO internet site: [shorturl.at/eloV6](https://www.bundesgesundheitsministerium.de/en/en.html) and <https://www.bundesgesundheitsministerium.de/en/en.html> for additional information);
  - the same applies if any of such symptoms are confirmed for a person living with the Student in the same household (a family member or other);
  - the Parents and/or Student shall immediately inform the QSI School of any such circumstance or other relevant Student health issues and shall regularly and preemptively check for any such conditions;
  - Unless specified by local law, masks shall be worn by the Students at all times when they are on the school campus. Appropriate masks are reusable masks (including made of cloth) that are properly sanitized every day or new disposable masks (changed every day). If the Parents are not able to provide the requested masks, the QSI School shall do so;
  - Students need to exercise regular hand sanitation, by adhering to school hand washing schedule, before meals, and after using the bathroom;
  - Students shall have all the classes, except PE, in their homeroom and only teachers will move from class to class;
  - When specified by local government, Students shall have their seats assigned for homeroom and lunch;
  - Student breaks shall be in their homeroom and/or in specially designated areas on campus, where the Students shall continue to maintain the appropriate distance;
  - PE will be held on the field outside, weather permitting, or approved locations with adequate space with students maintaining appropriate distance in either location;
  - Grade level cohort assignments shall be made for break, lunch times, and the use of the bathrooms, so to limit contact with other students;
  - Appropriate distance must be maintained at all times by the Students.

5. *Temperature checks and/or other non-evasive tests may be performed on Students by the QSI School at any time during on campus presence.*

6. *The QSI School has the right to impose a quarantine for any or all students, subject to health and safety requirements, governments regulations, and other QSI or legal requirements. In such case the QSI School may alternate the educational approach toward any or all such Students between an on-campus, distance learning, or blended learning approach, whereas any such approach is considered a full-time educational program.*

7. *Subject to fulfilling its responsibilities from Point 1, the QSI School shall not be held responsible for any of the liabilities in relation to COVID19, including but not limited to the liabilities arising from Parents/Students.*

Parent name, date and signature: \_\_\_\_\_

---

**QSI International School of Münster thanks you for your support and efforts to reduce risk and keep our school community safe.**

---

## Sources for health and school expectations during COVID

*Kinder source:*

<https://www.mkffi.nrw/corona-aktuelle-informationen-fuer-die-kindertagesbetreuung>

*Elementary & Secondary source:*

<https://www.schulministerium.nrw.de/themen/schulsystem/angepasster-schulbetrieb-corona-zeiten>

*German Health Department:*

English version - <https://www.bundesgesundheitsministerium.de/en/en.html>

German version - <https://www.bundesgesundheitsministerium.de/>