

Hygiene Manual for COVID-19

Part 1: BMBWF recommendations to protect against
COVID-19 contagion in elementary education
institutions and schools

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Introduction

This hygiene manual contains recommendations for elementary educational institutions and schools in Austria to minimize the risk of infection with COVID-19. The measures listed are based on the generally applicable requirements of the Austrian Federal Crisis Unit. These were prepared by the Federal Ministry of Education, Science and Research in this manual in a practical manner for educational institutions with the expert advice of the Federal Ministry for Social Affairs, Health, Nursing and Consumer Protection (BMSGPK) and the Austrian Society for Pediatrics and Adolescent Medicine.

The hygiene measures defined in the handbook in elementary education institutions and schools are based on the prerequisite that they are understood by the people who are to comply with them. In the case of small children or children up to the age of six, or even children / adolescents with special needs or individual difficulties, it cannot be assumed that all of these measures can be implemented or, of course, this will not be the responsibility of those responsible Educators demanded. Here it is important to follow the recommendations in such a way that the (age) specific needs of the children / pupils are met - for their greatest possible protection and that of the educators.

In addition to adhering to the hygiene measures, it is also central to address the topic of COVID-19 in an age-appropriate manner for children and explain why a certain behaviour is suddenly necessary for all of us.

The BMBWF requests the heads of the respective educational institutions to implement the measures listed. School doctors are asked to provide comprehensive support for the individual locations with their medical expertise.

The second, separately published part of the handbook is aimed at Austrian universities.

The journey to the educational institution

For the journey to the respective educational institution, the rules of conduct laid down by the crisis unit of the Bun- the government apply in the public as well as in the private sector:

- Mouth-nose protection in public transport
- Compliance with the safety distance of at least one meter to other persons

Arrival at the educational institution

When entering the educational institution:

- Avoid gathering people when you arrive at the facility.
- For schools, arriving people should wear mouth and nose protection. If this is not the case, they must be given one when entering the building.
- If there is an organizational possibility to stagger the arrival time (eg every ten minutes) so that fewer people arrive at the building at the same time, this option should be used. It must be ensured that the arriving children / adolescents are looked after.
- If several people arrive at the educational institution at the same time, a control system (e.g. floor markings) must ensure that the necessary safety distance can be maintained.
- The arriving students should be informed in advance of the room in which their lessons will take place in order to avoid unnecessary routes through the building. As a rule, these are their classes.
- Parents of children in elementary education institutions hand over their child to the educational staff at the entrance to the institution.
- A person outside the school may only enter the building by appointment with a person at the facility and must wear mouth-nose protection. This also affects the parents of schoolchildren.

Immediately after entering the educational institution:

- **Wash hands!** Every person must wash their hands thoroughly with water and liquid soap immediately after entering the facility (at least 30 seconds, the water temperature does not matter). Alternatively, the use of hand disinfectants is possible. Hand disinfection is also suitable for children. However, the hand disinfectant should not be freely accessible to them and should only be distributed under supervision. It has to work for 30 seconds to be effective.
- **Wear mouth-nose protection!** All persons who move around the school building must wear a mouth-nose protection (see exceptions on page 8, point 2).

Hygiene measures for persons in the educational institution

- **Keep your distance!** Maintain a permanent distance of at least one meter between you and another person. In principle, it is not always possible to maintain the distance for children aged 0 to 6 years due to the child's desire for closeness and security and support in everyday life. Whenever possible, an attempt should also be made to maintain a distance of at least one meter in everyday teaching. If it is not possible to guarantee the physical distance in emotionally disturbing situations for the child or during necessary support services (e.g. dressing and undressing, serving food), contact at the same face level should be avoided.
- **Wash hands!** Thorough hand washing applies not only after entering the facility, but should be carried out several times throughout the day, especially after blowing one's nose, sneezing and coughing, before preparing food, before eating and after using toilets etc. Also, when changing to another room, hands should always be washed. Please also point this out to the children several times a day.
- **Do not touch!** Do not touch your eyes, nose or mouth! Hands can pick up viruses and transmit the virus.

- **Pay attention to respiratory hygiene!** When coughing or sneezing, keep your mouth and nose covered with your elbows bent or a tissue and dispose of them immediately. Singing should be avoided and screaming avoided.
- **Wear mouth-nose protection!** When people move through the school building, they must wear mouth and nose protection. In the usual common room (e.g. class) there is no obligation to do so if the necessary safety distance is maintained. Of course, children in elementary educational institutions do not have to wear mouth and nose protection. Furthermore, especially in children up to the age of six and in children and adolescents with special needs / difficulties from a professional perspective, it should be reflected on how the wearing of mouth-nose protection by the educational staff affects the behaviour and development of the children / adolescents affects. The protective mask could possibly motivate the children / adolescents to touch the face of the staff more often.
- **Symptoms? 1450 call!** If a person in the building has symptoms or fears that they have COVID-19, that person must be immediately housed in their own separate room. Immediately call the telephone health advice on 1450 and additionally the official medical service in order to be able to carry out a further clarification.
- **Sick? Stay at home!** Anyone who feels sick must not come to the educational facility
- **Risk group?** If it is unclear whether a person or a person living with this person in the common household is part of the risk group, please contact the attending family doctor/paediatrician/paediatrician for clarification. People who belong to a risk group should stay at home. For students, the lessons should continue to be taught via distance-learning.

Hygiene measures in everyday life

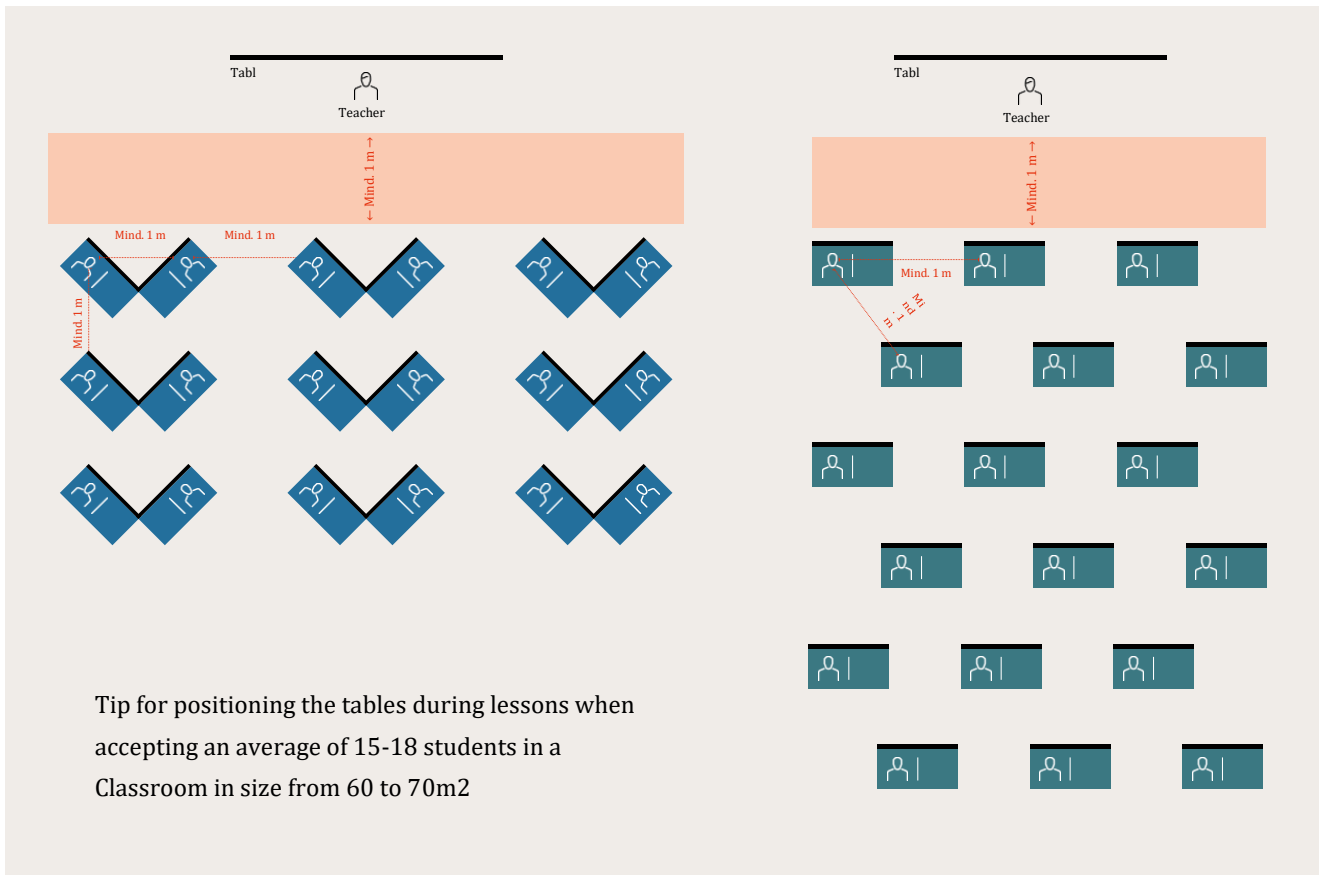
- **Comprehensive information!** Educators and children / schoolchildren must be adequately informed about the hygiene measures and in particular the correct use of mouth and nose protection and disinfectants - e.g. B. from the responsible school doctor. Please hang up numerous information posters provided by the BMBWF in your school. You can find these in the appendix to this publication and for downloading at: www.bmbwf.gv.at/hygiene
- **No external offers!** Additional external offers, such as early motor or musical support, as well as excursions or festivals that result in contacts with external persons, may not be used or carried out.
- **Calls!** Consultation hours and parental consultations must be held by telephone or virtual if possible.

In the school building:

- **No meetings!** Meetings should be strictly avoided - especially from several groups / classes.
- **Avoid group/class changes!** The children / pupils should be looked after / taught in small and non-changing group constellations if possible. A change will only take place if the lessons can only be held in certain function rooms / workshops.
- **During the break:** classes with odd class names (1st class, 3rd class etc.) remain in the classroom during the break, the others leave it. If possible, it is recommended that the breaks be spent outdoors. In any case, the density in the aisle room and the mixing with students from other classes should be reduced.

In class:

- **Keep Distance!** During the entire lesson, the safety distance of one meter must be guaranteed between the individual persons present in the room:



- **Air after each lesson!** After each lesson, the breaks should be ventilated for at least five minutes.
- **Avoid sharing items!** Working/playing with objects should be avoided. This is particularly true in the field of elementary education. Here, objects should be immediately disinfected and cleaned regularly in case of contact with saliva or rejections of the body (e.g. sneezes).
- **Practical lessons always with hand washing!** When using recyclable materials and equipment and tools that several students work with, students have to wash their hands before and after using it. In addition, it is recommended to wear (disposable) gloves.

- **Use of simulations!** If there is usually direct contact with people in practical lessons, simulations should be used instead (e.g. no salon operation in the practical class for hairdressers - instead work on hairdressing heads)

In the conference room:

- The number of persons allowed to be present in the conference room at the same time must be determined by the management. If necessary and possible, other premises as working space for educators must be adapted.
- Conferences and meetings are held as part of the technical equipment available (such as video conferences). Conference and session operations with physical attendance must be reduced to the absolute minimum.

In the Directorate Secretariat in the premises of the School Medical Service:

- In addition to the staff on duty, only one other person has access. There must be sufficient distance in front of these rooms for waiting people.

Hygiene measures in the building

- The respective employers (federal, state, private school owners or municipalities) have sufficient mouth-nose protection available for the teachers and other staff. Mouth and nose protection for the pupils must always be provided by the parents / legal guardians - just as this is a general measure when using public transport or other areas of public life. Every pupil should be able to participate in the school, care is taken accordingly.
- All sanitary facilities must be equipped with sufficient soap and paper towels throughout.
- All premises should be ventilated for at least five minutes (if possible cross-ventilation) every hour.

Cleaning

- The cleaning staff shall be informed and trained in an appropriate manner. In the case of external cleaning companies, the corresponding specifications must be made.
- Cleaning plans should be defined, and a list should also indicate when and by whom the cleaning took place.
- A thorough cleaning of all rooms in which students, educators and administrative staff are located must be carried out at least once a day. When changing student groups, the frequently touched surfaces / objects must be disinfected. Trash cans must be emptied at least once a day.
- Disinfection of surfaces or objects claimed by a particularly large number of people must be carried out several times a day (e.g. doorknobs, light switches, keyboards and computer mice).
- Hand disinfectants remain in custody of the respective teachers and are only dispensed by them in an economical manner.

Elimination of Legionella

- In educational institutions that have been closed for an extended period of time, the pipes and fittings must be flushed through before the reception of the service.

Hygiene measures for buffet operators/caterers and school kitchens

- The relevant guidelines of the Federal Ministry for Social Affairs, Health, Care and Consumer Protection for canteens and the Food Hygiene Ordinance apply to food handling
 - School buffet: Guideline for good hygiene practice and the application of the principles of HACCP in retail companies
 - School kitchen: Hygiene guideline for commercial kitchens, health care kitchens and similar community facilities
 - The guidelines for the school buffet and the school kitchen also include rules- gen for cleaning and training of staff

- For the staff:
 - Mouth-nose protection is mandatory to wear
 - Uniforms must be washed once a day (at least 60 degrees)
 - Hand sanitizers should be used regularly
 - Surfaces/sales desks must be cleaned regularly with surface disinfectants
- The operator must ensure that the prescribed safety distance of at least one metre between persons is observed. Appropriate floor markings must be made to check and maintain the prescribed safety distance.
- It is necessary to specify a number of persons who are at the same time involved in the food supply or in the dining room.
- Cleaning of the food areas is to be reconciled with the cleaning plans of the school- vote.
- Cleaning and kitchen staff must be trained in an appropriate manner by the operator.

For vending machines:

- The operator of vending machines must ensure that they are cleaned / disinfected regularly.

Checklist for the procedure for the standardized maturity or maturity and diploma exam (SRDP) as well as for other written and oral exams

In principle, both written and oral examinations are subject to the central hygiene recommendations already mentioned in the manual and, in particular, the following:

- All rooms in which pupils, teachers and administrative staff are present during the written and oral examinations must be cleaned thoroughly every day. Frequent contact points such as computer mice etc. must also be disinfected. Sufficient spare mice or keyboards must be kept available because of possible defects caused by the occurrence of disinfectants.
- After each inspection, the table surfaces must be cleaned and disinfected.
- Hand disinfectants are to be made available in all examination rooms
- All sanitary facilities must be equipped with sufficient soap and paper towels. Garbage bins are to be emptied every day.

Measures taken in advance of the written examination

Compliance with all hygiene measures when delivering the task packages

- The delivery of the task packages and the persons authorized to take over always keep a safety distance of at least one meter from each other and wear mouth-nose protection during the transfer of the packages. It is also recommended that the takeover wear gloves when taking over and the written confirmation of the takeover, or to wash their hands afterwards.

Well-founded information of the candidates about the course of the examination

- The candidates must be informed in advance about all procedures on the day of the examination.
- Furthermore, they must be told that all electronic devices (smartphone, smartwatches, etc. accessories) at home on the day of the examination. The aim is to avoid unnecessary multiple contacts, e.g. by collecting the devices.

Precise preparation of the premises and the seating arrangements

- Examination and supplementary teaching should be extended to usable building areas and also over several floors. There should be as many personal encounters as necessary.
- A precise seating plan must also be defined in advance. The aim is to ensure that it is documented at all times which person has been in which position in which room.
- The tables in the examination rooms must be raised in such a way as to ensure a permanent safety distance of at least one metre (mouth to mouth) between the candidates.
- Large rooms such as gymnasiums or banquet halls are to be used for the written exams.

The day of written examination

- Candidates must come to the school in stages in the time window announced by the school in advance, wash their hands and immediately afterwards go to the announced examination room. All persons who move around the school building must wear a mouth-nose protection. While the students work on their written exams in their places, they are not obliged to wear the mouth-nose protection, as the necessary safety distance is maintained. This also applies to audit supervision.
- The test rooms shall be ventilated at least once an hour for a period of five minutes (if possible, cross-ventilation).
- If possible, the doors of the examination rooms must be closed until the start of the examination, so that there are as few as possible multiple contacts.

Measures taken in advance of the oral examination

Well-founded information of the candidates about the course of the examination inn

- The candidates must be informed in advance about all procedures on the day of the examination.

The day of the oral examination

- Each candidate must bring their own writing instrument.
- Candidates must come to the school in the pre-announced window of time, wash their hands and go straight to the announced examination room.
- All persons who move around the school building must wear a mouth-nose protection.
- During the pre-procedure period as well as during the examination, the safety distance of one meter (mouth to mouth) must be maintained permanently between the examiner and the candidate. Therefore, no mouth-nose protection has to be worn during the examination period.
- Of course, the necessary safety interval must also be observed when waiting for the test.

Procedure for candidates who are in quarantine

- Since the quarantine is determined by the responsible medical officer or the district administrative authority, the decision about a possible termination of the quarantine for the purpose of the Matura is also the responsibility of these offices.

Procedure for candidates who are to be included in risk groups

- Confirmation that a candidate belongs to a risk group or lives in the same household with a person who belongs to a risk group must be issued by the family doctor and presented at school.
- Candidates who belong to a risk group or who live with people from a risk group and therefore do not want to or cannot take the maturity or maturity and diploma exam in the main date 2019/20, are offered two options:
- Variant 1: You can take the partial written examinations in a separate room with a specially arranged examination supervisor while observing the hygiene regulations at the school location.
- Variant 2: You take the partial written exams on the first secondary date in autumn.
- As generally stated, the oral exams do not have to be taken in the main date 2019/20.

Appendix - Information posters

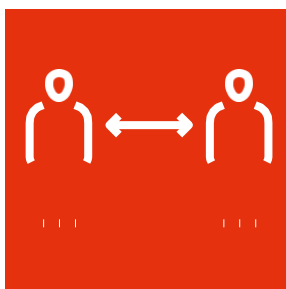
In the appendix you will find information posters that you can hang in your institution in the following locations:

- in front of and in the entrance area of the school
- in the school building
- in the classroom
- at the buffet/food area
- in the conference room

These are also available for download in colour and in black and white under www.bmbwf.gv.at/hygiene.

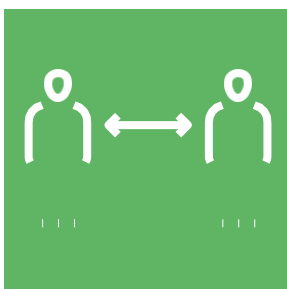
In front of and in the entrance area of the school, gilt

- Controlled access - Not all at once
- Keep distance (at least 1 meter)
- Entering the school with mouth-nose protection
- Parents and accompanying persons are not allowed to enter the school building without an appointment
- After entering: Wash or disinfect hands



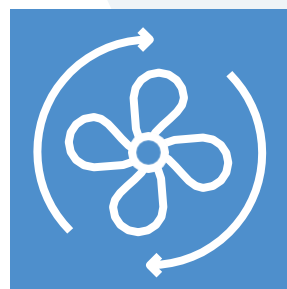
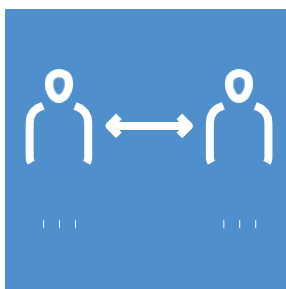
In the school building,

- When moving through the building wear mouth-nose protection
- Wash hands several times a day
- In case of coughing and sneezing, cover the mouth and nose with handkerchief or elbow
- Keep your distance! (at least 1 meter)
- Do not scream or run (observe breathing hygiene)



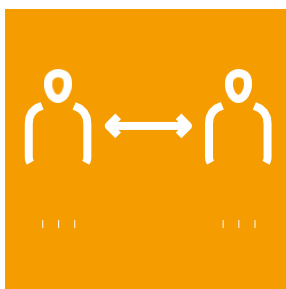
In the classroom,

- Wash hands before entering
- Regularly ventilate (at least once per hour for 5 minutes)
- In case of coughing and sneezing, cover the mouth and nose with handkerchief or elbow
- Fixed seating regulations observe and adhere
- Keep distance (at least 1 meter)



At the buffet, the

- Keep distance (at least 1 meter)
- Wear mouth-nose protection until you have taken a seat to dinner
- Not all at once - Observe the maximum number
- In case of coughing and sneezing, cover the mouth and nose with handkerchief or elbow
- Wash hands before eating



In the conference room,

- Do not exceed the maximum number per room
- Keep distance (at least 1 meter)
- In case of coughing and sneezing, cover the mouth and nose with handkerchief or elbow
- Consultation hours/parental calls by phone or virtual
- Reduced conference/session operation (mouth-nose protection is mandatory)

