

Hygiene manual for COVID-19

BMBWF recommendations on protection against COVID-19 contagion in elementary education institutions and schools

Updated edition, Vienna,
2 June 2020

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Introduction

The present hygiene manual is a shortened version of the original hygiene manual for elementary education institutions and schools. The reductions resulted from the gratifying fact that the number of infections in Austria is still low and the crisis team of the Federal Government on May 29, 2020 therefore announced new easing of the hygiene regulations. 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 under the expert advice of the Federal Ministry of Social Affairs, Health, Nursing and Consumer Protection (BMSGPK) and the Austrian Society for Pediatrics and Adolescent Medicine in a practical way for educational institutions in this manual.

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 behavior 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:

- A gathering of people upon arrival at the facility must be avoided in any case. Avoid gathering people when you arrive at the facility.
- 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.
- For non-school people and associations, the following applies: According to § 128 A SchoG, the school can be handed over to non-school organizations and compliance with the applicable hygiene measures at school. The participation of external people in workshops and events can also be made possible if the current hygiene measures are observed.

Immediately after entering the educational institution:

- **Wash hands!** Every person must wash his hands 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. It must act for 30 seconds to be effective.

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 possible to keep the distance for children between the ages of 0 and 6 due to the child's desire for closeness and security and support in everyday life. möglich. Where possible, an attempt should also be made in everyday pedagogical life to maintain a distance of at least one metre. If in emotionally agitating situations for the child or during necessary support services (e.g. dressing and undressing, food delivery) compliance with the physical distance cannot be guaranteed, contact at the same height of the face shall be avoided.
- **Wash hands!** Thorough hand washing is not only valid after entering the facility, but should be carried out several times throughout the day, especially after sneezing, sneezing and coughing, before preparing food, before eating and after using toilets, etc. Even before moving to another room, your hands should always be washed. Please also point out this to the children/students several times a day.
- **Do not touch!** Do not touch eyes, nose or mouth! Hands can pick up viruses and transmit the virus.
- **Pay attention to respiratory hygiene! Keep your mouth and nose** covered with a bent elbow or a paper towel when coughing or sneezing and dispose of it immediately. Singing should be avoided and screaming should be avoided.
- **Wearing mouth-nose protection is voluntary!**
- **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. Contact the telephone health advice directly on 1450 and additionally the official medical service in order to be able to make a further clarification.
- **Sick? Stay at home!** Any person who feels sick must not come to the educational institution.
- **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 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 educators and children/students must be informed about hygiene measures and in particular the correct handling of mouth-nose protection and disinfectants – e.g. B. by the responsible school doctor or school doctor.

In the school building:

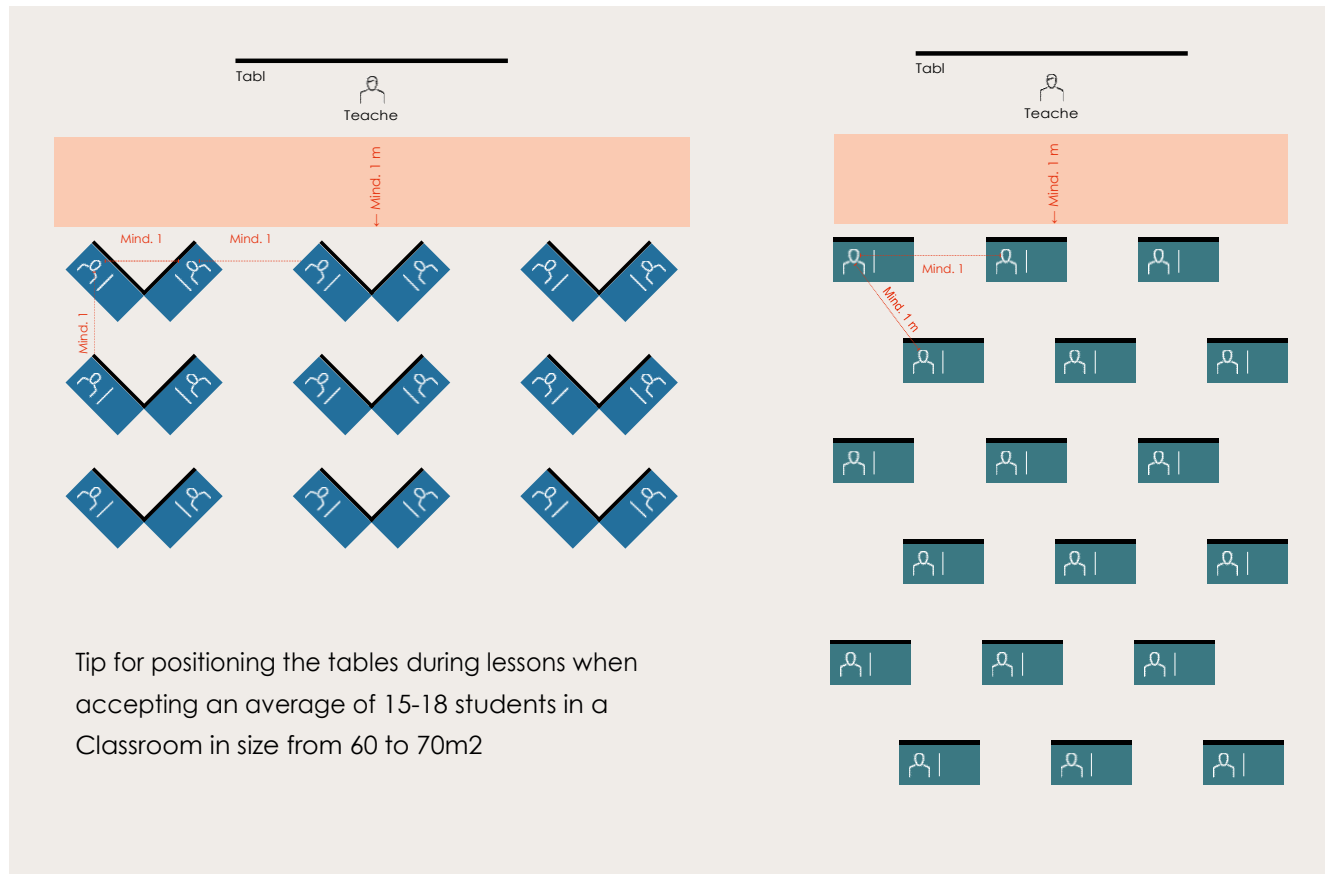
- **Avoid group/class changes!** The children/students should whenever possible be looked after/under-resourced as far as possible in small and non-changing group constellations. A change takes place only if the lessons can only be carried out in certain function rooms/workshops.
- **During the break:** If the possibility exists, it is recommended to spend the breaks outdoors. The density in the aisle and the mixing with students/inside other classes should be reduced anyway.

Events

- Events such as graduation ceremonies, graduation ceremonies, etc. can be carried out. In doing so, the current regulations of the Ministry of Health for events must be observed.

In class:

- **Distance Keep!** During Entire Teaching Is Between the Individual in Room Present People the Safety of A Meters To guaranteed Afford:



- **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 used in contact with saliva or repulsion of the body (e.g. sleeve) immediately disinfected and cleaned regularly. n.
- **Practical lessons always with hand washing!** When using recyclable rem material as well as equipment and tools that several students work with, students have to wash their hands before and after use. In addition, it is recommended to wear (disposable) gloves.

- **Use of simulations!** If direct contact with people usually takes place in practical teaching, simulations should be used instead (e.g. no salon operation in practical lessons 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 nischen and meetings are held within the framework of the technical equipment available (e.g. videoconferencing). Conference and session operations with physical presence must be reduced to what is strictly necessary.

In the Directorate Secretariat in the rooms n of the school medical service:

- In addition to the staff on duty there, only one additional person has access. In front of these rooms, care must be taken to ensure sufficient distance for waiting persons.

Hygiene measures in the building

- All sanitary facilities must be equipped with sufficient soap and paper handcloths or disposable textile 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 premises in which students, educators administrative staff are staying must be carried out at least once a day. When students change rooms, the frequently touched

surfaces/objects. Garbage bins 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).
- Donors with hand sanitizers are available in the most important meeting areas of the school, or the hand infection is distributed by the respective teacher.

Hygiene measures for buffet operators/caterers and school kitchens

- In the handling of food, the corresponding guidelines of the Federal Ministry of Social Affairs, Health, Care and Consumer Protection apply to canteens as well as the Food Hygiene Ordinance.
 - 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 catering facilities
 - The guidelines for the school buffet and the school kitchen also include rules for cleaning and training of staff
- For the staff:
 - Service clothing 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 ground markings shall be affixed to check and maintain the prescribed safety distance.
- A number of persons shall be defined who may be present at the same time as eating out or in the dining room.

- Cleaning of the food areas is to be reconciled with the cleaning plans of the school- vote.
- The cleaning and kitchen staff must be trained in an appropriate manner by the operator.

For vending machines:

- The operator of beverage vending machines has to ensure the regular cleaning/disinfection of these.

Checklist on how to proceed with oral exams

In principle, oral examinations are subject to the central hygiene recommendations set out in the manual and, in particular, to the following:

- All premises in which students, teachers and administrative staff are present during written and oral examinations must be cleaned daily and thoroughly.
- After each inspection, the table surfaces must be cleaned and disinfected.
- Hand sanitizers must be provided in all test rooms.
- All sanitary facilities must be equipped with sufficient soap and paper handbags or textile disposable towels. Garbage bins are to be emptied every day.

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.
- During the preparation 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
- Even when waiting for the test, the necessary safe time distance must of course be adhered to.

Procedure for candidates who are in quarantine

- Since the quarantine is determined by the competent official doctor or the district administration authority, it is also the responsibility of these authorities to decide whether the quarantine should be terminated for the purpose of the Matura.

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.
- die candidate who belong to a risk grouping or who live with persons from a risk group and therefore have the maturity or the main date 2019/20, two variants are offered:
- Variant 1: You can take the written partial examinations in a separate room with a specially parked examination supervision in compliance with the hygiene regulations at the school site.
- Variant 2: You shall submit the written partial examinations in the 1st side date in autumn.
- The oral examinations do not have to be taken in the main date 2019/20, as generally stipulated.

