

# Protection Policy from 28 October 2020

## Academia Nachhilfe

### General

- With our hygiene measures, we aim to protect our school community from infectious diseases, including the coronavirus.
- The school management implements the protection requirements given by the Federal Government (Bundesamt für Gesundheit BAG), the Education Authority (Bildungsdirektion) and the Board of Education 'Mittelschul- und Berufsbildungsamt' of the canton of Zurich and follows the required measures.
- The principal Zurich ensures that all employees, students and parents are informed of the school's protection policy. He ensures that the policy is adhered to and that the required social distancing rules and hygiene measures are followed.
- Adults who are not directly involved with school operations, including parents should avoid entering the school building whenever possible.
- All persons have to wear a mask inside the school building.
- By adhering to the distance regulation, the school principal, pedagogical manager and administrative staff ensure that leadership and ability to act is ensured even if a team member is infected.

The general behavioural and hygiene measures apply to everyone and must be implemented consistently.

Students are regularly reminded of the protection policy and the behavioural and hygiene measures: regular washing of hands, coughing or sneezing into their elbow and disposing of used tissues in a closed waste container.

### A Hygiene Measures

- We do not shake hands as a form of greeting.
- All staff and students wash their hands thoroughly with soap and water immediately after entering the school building, after activities, breaks, specialist subject lessons, lunch, etc.
- All classrooms, general areas and the bathrooms are thoroughly cleaned and disinfected every evening. Bathrooms, door handles, tabletops, handrails and other surfaces that are frequently touched are cleaned and disinfected several times during the day.
- Sneezing or coughing should be done into the elbow. If a tissue is used, it should be disposed of in a container with a closing lid which is available in all areas.
- Between lessons, teachers use disinfectant cleaning materials to clean any used surfaces.
- Disinfectant dispensers are located at the entrance to the building. Liquid soap and disposable towels can be found at all sinks.
- Closed rubbish bins are available
- The classrooms are ventilated regularly during breaks and throughout the day.
- Dirty or used dishes are cleaned immediately with detergent and water.

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## B Social Distancing

- It is required to wear a mask everywhere in our school.
- Masks are available at reception.
- Teachers and students should keep at a distance of 1.5 m from each other whenever possible.
- In the teacher's room and lounge, in the copy room and in general areas: stairwell, entrance area, etc., it is important to keep the required minimum distance of 1.5 m between adults.
- Parents and adults who are not directly involved in school operations should avoid entering the school buildings whenever possible. Parents and adults who are not directly involved in school operations must wear a mask when entering the school buildings and disinfect their hands with hand disinfectant, which is available in dispensers at the entrance to the building.

## C Classrooms / Lessons

- Face-face lessons take place according to the normal timetables.
- Teachers and students wear a mask in class, except for situations in which wearing a mask makes teaching much more difficult and the distance rules can be observed.

## D Sick and Vulnerable People

- We adhere to the guidelines given by the Federal Government, the Education Authority and the 'Mittelschul- und Berufsbildungsamt' of the canton of Zurich ([www.bag.admin.ch](http://www.bag.admin.ch) / [www.zh.ch](http://www.zh.ch)).
- Healthy students who live in the same household with adults who fall into a risk category, can request a dispensation for the student if a doctor's certificate proves that a person is in a risk group and this is necessary. There is a case-by-case balancing between the right to education and the right to physical safety. The decision will be made by the school management, in consultation with the responsible doctor.

## E Contact Tracing

- Contact tracing clarifies important questions in connection with possible contact persons for someone suffering from COVID-19 and, under the responsibility of the cantonal medical service, necessary quarantine measures:
  - Was the distance of 1.5 meters always maintained in the 48 hours before the onset of symptoms?
  - With whom was there close contact (less than 1.5 meters, over 15 minutes) without wearing a hygienic mask or without other protective measures?
- Contacts should be traceable (contact tracing). The school checks and keeps track of which students, teachers and parents have been in close contact over a long period of time.
- Attendance / participation in regular lessons as well as in extra-curricular courses is carefully monitored so that the responsible parents can be informed if a case arises. Meetings and contact with parents are recorded in writing so that the parents involved can be informed if a case arises.
- If the distance measures cannot be adhered to at events, occasions etc. with external participants, contact lists are kept. This ensures that the contacts can be traced in the event of a positive case.
- We recommend that students and teachers download and use the SwissCovidApp.

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## **F School procedures in case of illness**

In general, students as well as teachers, specialists and caretakers with coughs, sore throats, shortness of breath with or without fever, fever or muscle pain and / or lack of smell and / or taste should stay in isolation at home and contact their family doctor who should then determine how to proceed. If the doctor carries out a test, the sick child or adult should then remain in isolation until the test result is available. If the test is negative, the child or adult can return to school 24 hours after the symptoms have completely disappeared. Having the 'sniffles', or a runny nose, is not considered an acute infection of the respiratory system which is symptomatic of the Corona Virus. The decisive factor is whether the symptoms have intensified in the preceding days.

If a pupil or an adult has tested positive, the cantonal school doctor contacts the school management and informs them of the obligatory and binding quarantine measures. The procedure differs depending on whether an adult, one or more children / adolescents are ill:

### **An adult is infected with COVID-19**

If the distance could not be maintained, the school medical service checks in consultation with the cantonal medical service whether and which adults and children who have had close contact with the sick person must be quarantined. The school informs the parents of the affected classes.

### **A child or adolescent has COVID-19**

If the test of a child or adolescent is positive, the people living in the same household (adults and children) are placed in quarantine. The other students in the group / class or the teacher / supervisor will NOT be quarantined. There are no further measures to be taken at the school. The school informs the parents of the class concerned.