

Hygiene and safety concept for the F+U Academy of Languages Heidelberg

Since 4 May 2020, schools in Baden-Württemberg have been gradually resuming operations. In order to reduce the risk of infection with the novel coronavirus, F+U has developed a hygiene and safety concept that includes the specifications of the ministries of education and culture as well as taking into account the specific conditions of the F+U Academy of Languages Heidelberg (text highlighted in blue).

Employees, pupils and legal guardians are to be informed about the hygiene measures in a suitable manner.

In addition, all F+U employees and all pupils are required to observe the hygiene instructions from the health authorities or the Robert Koch Institute (RKI).

Distance	<p>To prevent transmission by droplet infection, a distance of at least 1.5 metres must be maintained even in lessons. This means that the desks in the classrooms must be set at a correspondingly wide distance. Depending on the size of the classroom, a maximum of 15 pupils per room is generally allowed.</p> <p>Changing classrooms should be avoided as far as possible.</p> <p>Exception: In the event of a (fire) alarm, the rapid evacuation of the building has priority, the distance rule no longer applies.</p>
Lifts	The use of lifts should be avoided as far as possible. Lifts may be used by a maximum of 1 person per trip.
Welcome	During the greeting, any physical contact is to be avoided: no touching, hugging or shaking hands!
Ventilation of the offices	In order to ensure better air circulation in the offices and corridors, ventilation should be carried out every hour, at most every second hour, through fully open windows.
Ventilation of the classrooms	Several times a day, at least in every break, the windows must be ventilated for several minutes at a time or cross-ventilated through fully open windows. It is the teacher's responsibility to leave the door open for better ventilation.
Fire doors	<p>The fire doors are opened by named → fire guards every morning and kept open with special weights and closed again after lessons.</p> <p>If an alarm is triggered, the fire guards close the doors immediately.</p>
Fire guards	The fire guards have the task of closing the fire doors in the event of an alarm. They are named per floor and building section. The FM coordinates the fire guards in close consultation with the school management (queries and plan to be circulated by e-mail).
Entrance areas	<p>The entrances at Hauptstraße 1 are regulated as follows:</p> <ul style="list-style-type: none"> • Classes in rooms 11 - 21: Entrance and exit via the main entrance • Lessons in the other rooms: entrance and exit via the balcony
School lunch	As long as the → break rooms may not be used, food is allowed in the classrooms.
Hand hygiene	<p>Thorough hand hygiene e.g. after blowing your nose, coughing or sneezing, after using public transport, after contact with stair rails, door handles, handholds etc. before and after eating, after going to the toilet:</p> <ul style="list-style-type: none"> • washing hands with soap for 20-30 seconds

	<p>OR</p> <ul style="list-style-type: none"> • Hand disinfection: Disinfecting hands is useful when thorough hand washing is not possible.
Coughing and sneezing etiquette	Always cough and sneeze in the crook of your arm, keeping the greatest possible distance from other people, it is best to turn away.
Infection	<p>The novel corona virus is transmissible from person to person. The main transmission route is droplet infection, which occurs mainly directly via the mucous membranes of the respiratory tract. In addition, transmission is also possible indirectly via hands, which are then brought into contact with the mucous membranes of the mouth or nose and the conjunctiva of the eyes.</p> <p>In general, the infectivity of corona viruses on inanimate surfaces decreases rapidly depending on material, temperature and humidity. So far, there is no evidence of transmission through surfaces in public areas.</p>
Conferences	Conferences and meetings must be limited to what is necessary. Attention must be paid to maintaining the minimum distance. Video or telephone conferences are to be preferred.
Signs of illness	In case of signs of illness (e.g. fever, dry cough, breathing problems, loss of sense of taste or smell, sore throat, aching limbs), stay at home at all costs. The school may not be entered in such cases.
Learning and study rooms	<p>Room 21/22 and Room 12 are learning and study rooms and are opened after classes.</p> <p>→ maximum 4 persons each</p> <p>→ Registration by e-mail: sprachen@fuu.de</p> <p>→ The mask obligation applies here as well. It may only be taken off in the room at the assigned place</p>
Obligation to notify	According to the Coronavirus Notification Ordinance (§ 8 and § 36 of the Infection Protection Act), both the suspicion of a disease and the occurrence of COVID-19 cases in schools must be reported to the Health Department.
Face mask	<p>A simple mouth and nose protector (BMN mask) should be worn during all movements within the school buildings:</p> <ul style="list-style-type: none"> • from entering the building to reaching the workplace or the classroom • during toilet visits • on the way from the workplace/classroom to the exit when leaving the building • If you do not own a mask, please contact patricia.fuerstenberg@fuu.de or julia.schwenk@fuu.de.
Breaks	It must also be ensured that a distance is maintained during breaks. Staggered break times (à lesson times) contribute to the fact that too many students are in the break area or corridors at the same time. Supervision duties must be adapted with regard to the ban on contact. Keeping a distance also applies in the teachers' room and in the staff kitchens.

Break rooms	<ul style="list-style-type: none"> • Breaks can be spent in the atrium, classroom or outside our school building. • When leaving the school building during breaks, it is strictly forbidden to stand directly in front of the school building. → Group formation must be avoided.
Cleaning	<p>DIN 77400 (cleaning services for school buildings) must be observed. Supplementary to this, the following also apply:</p> <p>In school the cleaning of surfaces is the main focus. This also applies to surfaces to which antimicrobial properties are ascribed, as here too secretions and soiling are to be removed mechanically.</p> <p>Even in the current COVID pandemic, the RKI does not recommend routine surface disinfection in schools. Here, adequate cleaning is completely sufficient.</p> <p>The following areas should be cleaned particularly thoroughly and in heavily frequented areas daily:</p> <ul style="list-style-type: none"> • Door handles and handles (e.g. drawer and window handles) as well as the wrap around of doors • Handrails • Light switches • Tables, telephones, copiers • Other grip areas such as computer mice and keyboards
Risk Groups	<p>Certain groups of people have a higher risk of developing severe COVID-19 disease (see the information provided by the Robert Koch Institute: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html). These groups of people need special protection and should therefore no longer be used as teachers in classroom teaching in the 2019/20 school year. Persons over 60 years of age can be deployed on a voluntary basis. A severe disability alone, without the presence of a risk-increasing disease, does not provide a reason not to use these teachers in face-to-face teaching.</p> <p>Pupils who suffer from one or more pre-existing conditions are recommended to stay at home. The same applies if there are persons in the household who are at higher risk of developing a serious illness.</p>
Sanitary areas	<p>Sufficient liquid soap dispensers and disposable towels must be provided in all toilet rooms and refilled regularly.</p> <p>At the entrance to the toilets, a clearly visible notice must be posted stating that only individual persons (number depending on the size of the sanitary area) are allowed in the toilets. Appropriate distance markings will be placed in and in front of the toilet rooms; during breaks a teacher should carry out an entrance check.</p> <p>Toilet seats, fittings, washbasins and floors must be cleaned daily. In case of soiling with faeces, blood or vomit, prophylactic scrubbing and wiping disinfection is required after removal of the contamination with a disposable cloth soaked in disinfectant. Working rubber gloves must be worn.</p>
Administration office	<p>All services will only take place with an appointment. For this purpose an email to patricia.fuerstenberg@fuu.de must be sent. An appointment will be made, where the request can be clarified. A maximum of one person is allowed at the counter.</p> <ul style="list-style-type: none"> • Picking up the mail • Payment: if possible contactless, with bank card. If cash, then please have the correct amount ready! • Buying books: the books must be bought. No loan service.

	<ul style="list-style-type: none"> • Certificates and attestations: Pick up only after personal appointment • Questions about accommodation or examinations: Please send an e-mail to the respective employee: <ul style="list-style-type: none"> ➤ Accommodation: rooms@fuu.de ➤ Exams: TestDaF, TestAS: lidia.doshoyan@fuu.de; telc, TOEIC, LCCI, WiDaF: tina.gajdics@fuu.de or TOEFL, IELTS, onSET,: kanan@fuu.de
Toilets	<p>The use of the toilets should not be limited to the breaks, if possible, in order to avoid crowds in the corridor. For this reason, teachers should repeatedly and explicitly point out that it is possible to use the toilets during lessons.</p> <p>At the entrance to the toilets, a clearly visible notice must be displayed indicating that only individual students are allowed in the toilets. The markings on the floor must always be observed.</p>
Lesson times	<p>In order to avoid congestion at the beginning of school and during breaks, the schools work with staggered starting times.</p> <p>Classes start at staggered times: 08:30; 09:00 and 09:30. This also results in staggered break times.</p> <p>Arrival in the classroom must be punctual. Groups forming in the corridor must be avoided at all times!</p>
Route guidance	<p>Strict legal regulations apply in the stairwells as well as in the corridors. People must walk in single file (never next to each other) and with the appropriate distance. If there are markings, these must be followed.</p>