

COVID-19 Strategy at The American International School-Salzburg

September 3, 2020

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CORONA AND THE AMERICAN INTERNATIONAL SCHOOL-SALZBURG

A. General Information

The American International School-Salzburg is an American-curricular-based international school in Salzburg, Austria, generally employing around 30 to 35 individuals as administrators, instructors, resident staff members as well as cleaning and janitorial staff. The school was founded in 1976 at the present location at Moosstraße 106, 5020 Salzburg and is organized as a Gesellschaft mit beschränkte Haftung (GmbH) since 2004 directed by four individuals with 25% equally-proportional ownership of the corporation. AIS-Salzburg is funded independently of any and all government auspices, departments or agencies. AIS-Salzburg is officially recognized by the Austrian Education Ministry as a private educational organization.

As an international, boarding school, AIS-Salzburg differentiates itself from local, Austrian schools and educational facilities in that:

General

- a. AIS-Salzburg follows and implements an American-based, college-preparatory curricular program to student in 7th to 12th grades (ages 12 to 18).
- b. AIS-Salzburg is officially accredited by the Middle States Association of Colleges and Schools in the USA and is a member of the European Council of International Schools and The Association of Boarding Schools.

Curriculum

- a. The language of instruction at AIS-Salzburg is English.
- b. The AIS-Salzburg educational program includes instruction daily throughout the school year from the beginning of September to the end of May, weekend activities, excursions to destinations in Europe, sports and physical education instruction, and 24-hour supervision and guidance.
- c. AIS-Salzburg does not offer the local, secondary-school diploma (Matura).
- d. AIS-Salzburg does not follow the Austrian curriculum for the AHS (Allgemeinbildende Höhere Schulen) and has never offered this local curriculum.
- e. AIS-Salzburg's instructional organization is not divided into classes as they are in Austrian secondary schools. Instead, students are scheduled into courses for which they obtain academic credit provided they obtain a passing mark for the terms. In many classes, students from various grade levels are together for instruction in the same classroom.

Students

- a. The students at AIS-Salzburg are divided unequally into full, 7-day boarding students (approximately 80%) and day students (approximately 20%).
- b. Annually, the total student population at AIS-Salzburg varies between 60 and 120 students.
- c. Typically, the student body at AIS-Salzburg is composed of a variety of nationalities, however, a majority of these, since 2000, have been from Europe. Presently, the school offers education to individuals representing 30 nationalities.

- d. The majority of the parents and guardians of the full-boarding students at AIS-Salzburg (approximately 80% of the total student body) are not resident in Austria. The day students (approximately 20% of the student body) are resident in Salzburg and the surrounding area with their parents or guardians.
- e. All students who are not EU citizens are required to obtain a D visa for the school year.

Staffing

- a. AIS-Salzburg generally employs primarily staff members with US citizenship or educational training and experience. Exceptions are made for the provision of foreign-language instruction whereby native-speakers are preferred.
- b. The AIS-Salzburg staff is divided into (a) administrators, (b) teaching faculty members, (c) resident-care staff members, and (d) house staff (cleaning and janitorial staff).
- c. The teaching faculty members are not resident at the school.
- d. Many of the resident-care staff members are resident in the school's dormitory on a permanent basis.
- e. All staff members at AIS-Salzburg are fluent in English; many are learning the German language and are not native-speakers.

B. AIS-Salzburg and Austrian Government COVID-19 Requirements and Guidelines

As an educational institution incorporated in Austria, the American International School-Salzburg is obliged to follow any and all regulations required of educational institutions here. The administration of AIS-Salzburg makes itself aware of these regulations and guidelines and implements these to the best of our ability within the parameters of our unique program structure and its differences within the Austrian secondary school system. If the specific requirements of the Austrian regulations and guidelines do not apply to our school because of these variances, the school administration attempts to achieve the desired outcomes through alternative means, keeping the purpose of protecting the community's health foremost in mind.

AIS-Salzburg Corona Crisis Team

In August, 2020, the administration of AIS-Salzburg called together a team of experienced, full-time individual employees to create a Corona Crisis Team. This team is responsible to meet all of the purposes defined in the Austrian Bundesministerium für Bildung, Wissenschaft und Forschung in the publication (August 17, 2020); *COVID-19-Hygiene- und Präventionshandbuch* as well as the information published in several other articles by the same ministry.

The AIS-Salzburg Corona Crisis Team is composed of administrators, teachers, and resident-care members of the school staff. Membership in the team is open and provision has been made to include any and all other staff members including cleaning staff, kitchen staff, janitorial staff and IT personnel when necessary.

Several meetings of the Corona Crisis Team were conducted both in person and online in August, 2020 in preparation for the start of the school year with the intention of providing in-school guidelines, policies, procedures and protocols which meet both the Austrian government's and general health requirements as communicated by health officials. The individual members of the Corona Crisis Team as well as all other employees at AIS-Salzburg have or will receive copies of the various, pertinent publications of the Austrian Education Ministry both in original as well as in translated (and paraphrased) form for review and dissemination.

Corona Ampel System (Traffic Light System)

The administration and Corona Crisis Team at AIS-Salzburg are fully aware and have agreed to implement the Corona Ampel System as the basis for all decisions concerning the increasing or decreasing of measures intended to deal effectively with the local and regional level of risk. This ampel system has been explained and reviewed by all members of the Corona Crisis Team and the Team is mandated to provide clear explanation of this system to the school community in general at the start of the school year on September 7, 2020.

All policies, procedures and protocols in place at AIS-Salzburg will be based upon the official declarations of present risk symbolized by the Corona Ampel System and the school administration will ensure that this is checked regularly. Additionally, any new requirements issued by the Austrian government or health authorities will be implemented to the best of our ability as quickly as possible during the school year.

B. Considerations of Variation

As AIS-Salzburg is an atypical Austrian educational institution, the variations between our programs, structure, student body make-up, etc. require some modification and expanded consideration with respect to what the Austrian ministry requires. The following areas are of particularly important consideration with regard to this need:

1. Full-Boarding Students: 80% of our students are full-boarding students who reside 24-hours a day, seven days a week and nine months a year within our halls.
2. Non-resident Students: 20% of our students are not resident and attend courses exclusively during weekdays
3. Split Staff: Our staff is split between those who are resident on campus (the resident-care staff), and those who are not (teaching faculty and administration).
4. 'Classes': Our educational programming structure does not include 'classes' in the same sense as Austrian schools.

Variations in Recognition of Boarding Student Body

- The boarding students, it is assumed, are considered a 'household' in the sense that they are living together in the same building in single and double rooms, dining together, and attending classes, activities, sports and other functions together. As such, 80% of the students are not to be considered to be under the general public restrictions for masking or social distancing.
- The boarding students are, however, not isolated during instructional hours nor when away from the school campus. during the hours of 8:00 through 16:00, the boarding students are mixed with day students and off-campus resident teachers in the classrooms.
- the boarding students cannot return to their parents in the case of a lockdown as travel would likely not be feasible or allowed.

Variations in Recognition of Non-Resident Students Attending Classes Only, M-F

- Non-resident students come in the morning and leave in the afternoon and are with resident students during all classes, meals and breaks. Therefore, non-resident students as well as non-resident staff members represent a potential threat to a generally-well isolated group of household boarders.

- The non-resident students are closest in consideration of what the ministry considers ‘students’ yet the school administration is loathe to require masking, distancing, etc. imposed upon one group of students that is not generally required for all. Therefore, adjustments have been considered, discussed and implemented in these areas of our health policies and procedures.
- Given facilities, separation of non-resident students and boarders during non-instructional time is a difficult thing to accomplish and some compromises will need to be implemented to achieve the greater goals of health and safety for the entire community.

Variations due to Split Staffing Organization

- The teaching faculty, administrators, cleaning and janitorial staff and kitchen staff are all non-residents and, therefore, similar in consideration as non-resident students. They are equally a potential threat to the health and welfare of the isolated boarding students and steps will be taken to try and ensure that proper measures are implemented to reduce this threat.
- Several staff members have recently undergone chemotherapy and need to be considered somewhat at risk although not in the high-risk group according to health officials.

Variations due to the Lack of ‘Classes’ as in Austrian Schools

- In Austrian schools, students are divided into ‘classes’ that fundamentally remain together in a home room, with the teachers and instructors coming and going. At AIS-Salzburg, students move from one classroom to the next while the teacher generally remains in their room. Further, the credit-based system of courses in an American curricular program allows a great deal of flexibility whereby students of varying grade levels will be together for some courses and instruction (e.g., German language courses are populated by all students at the same level of German proficiency regardless of grade level).
- It is impossible for the school to adhere to requirements by health authorities—should they be demanded—to release or quarantine one grade level of students.
- If a positive test result is recorded within our school community, the entire school would likely be quarantined with non-resident students and non-resident staff members sent home and all boarders and resident staff quarantined on campus for a period of time. Testing would also likely include all members of the school community.

C. Organization of Guidelines

In the fall of 2020, shortly before the start of the 2020-2021 school year, the Corona Crisis Team developed and reviewed necessary policies, procedures, protocols and guidelines in several important areas of our programs. These include:

- A1: Classroom Instruction
- A2: Non-Residents (Day Students and Non-Resident Staff)
- A3: Residents (Boarding Students and Staff)
- A4: Physical Education/Athletics
- A5: Cleaning and Kitchen

In our considerations of how to implement appropriate measures in these areas, the general procedure was to (a) identify the relevant government and health officials’ requirements and recommendations, (b) identify those aspects of the government and health officials’ requirements that do not necessarily fit our program or are in conflict with our structure, and (c) develop statements of implementation to be carried out at the start of the school year.

Because the health situation in Austria can change at any time, it is to be expected that the government's guidelines will also be adjusted. When this occurs, the Corona Crisis Team will review these changes to ensure that the school's measures and actions are brought into line with these. Therefore, the present document's validity is relevant to the changing conditions experienced here in Salzburg, Austria.

D. Actual Implementation

In order to implement these policies, procedures, protocols and guidelines efficiently, it will be necessary to develop detailed plans, acquire all necessary stocks of materials required, and communicate specific actions required of individual staff members. To this end:

- A. The teaching faculty members should review the guidelines relevant to classrooms and instructional areas (A1) and work through their application during the regular school day in the classroom and instructional areas in which they carry out their duties. If further clarity is required or previously-mentioned problems hinder implementation, discussion should ensue with the administration as soon as possible. Faculty members should also review the other guidelines as well.
- B. The resident-care staff should review both the resident and non-resident guidelines (A3 and A2 respectively) as well as the physical education guidelines (A4) and discuss details related to actual implementation once the school year begins. Resident-care staff members should also be aware of the guidelines in the classrooms and general cleaning and be aware of what is being required in these areas as well.
- C. The cleaning and kitchen staff are responsible for their areas of influence and duty as well as developing the schedules and implementation details required.

All members of the school staff should be aware of the general information on government policies and guidelines included in this strategy as a fundamental basis for all considerations.

Detailed implementation should always keep the government's goals in mind even if these do not directly apply to our situation. In a pandemic, we want to ensure compliance to the purposes of these requirements even if the letter of the law happens to be inapplicable.

- AIS-Salzburg Corona Crisis Team, September 3, 2020

Austrian Government Regulations, Requirements and Information (translated and paraphrased)

I. General Information

Background Research:

- A. The decision to close schools in March, 2020 was not necessary and should not be repeated because school-age children are not thought to be primary hosts or 'spreaders' of the virus.
- B. Although decisive, empirical studies are still outstanding, recent research indicates that school-age children rarely experience debilitating symptoms or require hospitalization when infected. Most youth who are infected experience either mild symptoms or are asymptomatic.
- C. Testing for COVID-19 in school-age children is equally effective through the same process utilized on adults (nasopharyngeal swab).
- D. In recent data on infections in Austria, only 4% of all infections were in youth under the age of 16.
- E. Additionally, the data shows that school-age children are less likely to contract the virus from others as demonstrated by studies in Australian schools.
- F. It is, however, necessary to realize that because of the frequently asymptomatic course of a COVID-19 infection in youth, they are tested less and the experts cannot rule out that serious, life-threatening symptoms may develop. In recent studies, 1% of proven infections (4 in 582 cases) in school-age children in Germany led to hospitalization and death.
- G. Finally, after studies done in Sweden and Finland, where schools were not closed last spring, a conclusion was drawn that, 'closure or not of schools has had little if any impact on the number of laboratory-confirmed cases in school-aged children... The negative effects of closing schools must be weighed against the positive effects, if any, it might have on the mitigation of the COVID-19 pandemic.'

Authorities:

The Austrian school authorities are not responsible for declaring school closures in part or in whole. rather, they are responsible for carrying out the required regulations in all schools, both public and private, day and boarding. If it is warranted by the number of infections in a bezirk (district), region or province, the Austrian health officials, in cooperation with the local governmental authorities, will determine if a school closure is necessary.

Handling a Positive Infection:

If a school has a suspicion of COVID-19 infection in a community member, the school authorities are required to contact the local health authorities immediately (anzeigepflicht). Until the authorities can arrive, the person suspected of infection should be isolated in a separate room and supervised with proper hygienic distancing care taken to prevent further transmission. All actions required and listed in the checklist provided by the ministry in the publication, *COVID-19-Hygiene- und Präventionshandbuch: Checklist 2: Zum Umgang mit Corona Verdachtsfällen*, must be put into effect appropriately (see translation below).

All instructions from the local health authorities are to be effectively and immediately imposed and carried out. Further mindfulness and care to maintain all hygiene and distance requirements are to be maintained at a very high level.

The health authorities will attempt, then, to clarify with which persons the patient was in intensive contact in order to find the first 'spreader', if possible. It is advisable to have a schedule of courses, teachers, classmates, roster and activities, etc., on hand to present to the health authorities.

Depending upon the outcome of this analysis, the health authorities will decide if a quarantine of one or more persons is necessary and the length of this period. All students not directly involved in the cluster analysis should continue to attend classes in the meantime. Those who desire testing—if not ordered to by health officials—should be allowed to do so. Masking is recommended but voluntary.

Note: these requirements assume that all students are in 'classes' and assumes that the health authorities will base their requirements upon this fact. This is not the case at AIS-Salzburg. A 'class' of students that can be quarantined at home does not exist in our structure. It has to be assumed that the entire boarding population minimally, along with all resident staff would be quarantined.

Risk Groups:

Those who fall within the high-risk group may experience significant psychological concern, especially if the numbers of infections rise dramatically. Therefore, all such members of the school community may remain away from the school, studies and instruction if they choose to do so, provided they have a doctor's attest to this high risk. High-risk individuals include those: (a) those with ongoing and debilitating immune-system deficiencies, (b) those who have undergone recent transplant surgery, (c) and those with chronic conditions that require heavy and regular medicinal therapy. Students who fall into this category and do not attend classes are responsible for independent learning.

II. Starting the School Year

Even though the development of the pandemic is unforeseeable, it is expected that the education provided in schools is to be as normal as possible. The cancelling of courses, offerings, activities, excursions, etc., is not to be carried out unless the health circumstances require such actions.

- A. The start of the school year should bring back a normal situation for students. There is generally a high need among students to get back in the classrooms with their classmates.
- B. Students need to feel safe and secure in their return. This is especially important to communicate in the first two weeks of the school year.
- C. Schools should identify and organize their responses to these needs beforehand so that a transparent and clear set of expectations is established.
- D. Administrators, teachers and resident-staff members must provide good examples of all health and safety requirements on a daily basis, communicating these frequently in actions and words.
- E. Special thought should be put into any activities or events in which group-centered scenarios are in effect and provide a framework for these within the requirements for health and safety. Consideration of methodologies that are most desirable must include provision for the health requirements that are in place and not be in conflict with these.
- F. Instructors should bear in mind that students who have engaged in distance learning within the past six months may need extra attention and provision to successfully make the transition back to classroom learning.
- G. The utilization of digital learning platforms with which instructors have experience this past spring, should be furthered and appropriately implemented in instructional programming.

Hygiene Requirements and Active Infection Protection

General Rules:

The following rules are to be implemented in all schools in order to reduce the possibility of infections as well as to help immediately recognize and act upon chains of infection and their further spreading:

- Regular hand-washing and disinfection (required stores of soap, disinfection materials and hand towels)
- Distancing where possible and necessary through floor markings, relocation of activities outdoors, avoidance of close, intensive interaction between boarding and day students
- Appropriate sneezing, coughing and breathing hygiene practices must be communicated and posted clearly
- Regular ventilation of all indoor rooms, especially classrooms, especially while in use. It is recommended that rooms be ventilated sufficiently every 20 minutes. This significantly reduces the possibility of virally-contaminated aerosol presence.

These rules are to be discussed and communicated with all members of the community and clearly posted throughout the school. Frequent verbal reminders as well as exemplary behavior among the staff is necessary.

Masking:

Mouth-and-nose protection provides effective defense against the transmission of COVID-19. However, its utility in schools is differentiated because its implementation among school children is difficult in schools and such masks represent a substantial impairment to instruction and learning. Therefore, a balance between the health protection provided by masks and effective instruction is necessary.

- There is no general mask requirement for students in schools. Instructors and resident-care staff members—dependent upon the regional Corona Traffic Light level—or those in contact with high-risk persons are advised to wear an FFB2 mask.
- If the Corona Traffic Light Level is orange in the district where the school is located, all students and staff must wear masks at all times when out of the classrooms, dormitory rooms or dining halls. Those who wish to remain masked must be allowed to remain so.
- The masking requirements above apply to all teachers and resident-staff members equally.

Shift System Instruction:

Although not desirable, the ministry provides allowance for establishing instruction in flexible shifts if the infection rate or Corona Traffic Light level is high.

Community Groupings:

In order to try and maintain proper social distancing, it is recommended that the student body be divided appropriately into groups whereby students are together with others that they have regular contact with yet are distant from those they do not. It is attempted, then, to keep these groups as separate from each other as possible to reduce the chance of infection spread.

Note: At AIS-Salzburg, the only clear lines between groups would be resident/non-resident students and staff. Therefore, thoughts and plans in this direction are applicable, but otherwise impossible within the resident students and staff members.

Sickness:

Because COVID-19, influenza and the Common Cold infections result in similar symptoms, any reports of respiratory infections increase concern within the school community of a possible COVID-19 infection. However, it is not considered expedient that every person with a cough or runny nose be banished from the classroom. Therefore, the general rule is that any student or school community member that has an acute respiratory infection (with or without fever) with at least one of the following symptoms—and no other plausible root cause—should not be allowed to participate in classroom instruction:

- Cough
- Sore throat
- Shortness of breath
- Bronchitis
- Sudden loss of taste and/or smell

For example, if another member of the family or close acquaintance has the flu, this would be a plausible root cause for the symptoms. Should a community member suffer from a collection of the above-mentioned symptoms, then the case should be handled with seriousness and the health authorities informed (Tel. #1450).

III. Institutional Precautions

Corona Crisis Team

Although the school administration is fundamentally responsible for the implementation of all health requirements at a school, a crisis team should be established in order to provide the clear direction, communication and procedures necessary. This crisis team should include members from all areas of school organization if possible, including administrators, teachers, resident-care staff members and others as desired. The primary purpose of the crisis team is to determine the various pedagogical, social, and health procedures and protocols necessary given the Corona Traffic Light levels so that these can be communicated and upon which planning can be carried forward. The overriding goal of the crisis team is to provide an education experience which is as close to normal as possible given the circumstances.

The crisis team should necessarily do the following:

- Collect a complete contact information listing of all students and staff
- Prepare all actions necessary to implement hygiene, distancing, and other requirements
- Prepare all actions required dependent upon the Corona Traffic Light level including the possibility of school closure or quarantine
- Prepare actions necessary to implement full- or partial online learning

Testing and Monitoring of Health:

The ministry provides a means by which a school may sign up for a testing program for students between the ages of 6 and 14, but does not give further information about general testing.

Care of Employees:

The ministry recommends that:

- the school administration make a provision for the regular testing of teachers and staff.
- that teachers and staff be supplied with PP2 masks
- that all teachers and staff be encouraged to get an influenza vaccine.

IV. Corona Traffic Light System

The purpose of the Corona Traffic Light System is to keep infection outbreaks localized and intervention in educational programs as limited as possible. A commission of experts as well as government officials are responsible for determining the level of present threat symbolized by the traffic light color: green, yellow, orange or red. A wide variety of local health and social criteria are considered before a color change is put into effect. These include the number of infections in the previous seven days, the local hospital capacities, the percentage of positive test results and the explanatory level of the origin of infections. It is desired that through the Corona Traffic Light System, that various restrictions and activities can be tightened or loosened dependent upon the level of threat.

Parameters:

Green:	Low or no Risk	Few, isolated cases have occurred in the local district
Yellow:	Moderate Risk	Infections increasing but are contained in known clusters and the overall situation is stable.
Orange:	High Risk	Infections continue to rise at alarming rate, however, broad clusters are recognizable; caution required of all
Red:	Highest Risk	Infection numbers are increasing dramatically and are not localized or recognizable in clusters (less than 50% of the cases can be tracked); concern that the infections are increasing at such a rate that the hospital capacities may not be able to respond effectively.

Application in Secondary Schools:

Students in secondary schools have a much higher level of social contact than younger students. Therefore, they can be effectively responsible for the spreading of the virus to a much greater extent. Therefore, it may be necessary to divide instruction into shifts, given the circumstances.

Measures at the Various Traffic Light System Levels:

<ul style="list-style-type: none"> Hygiene and infection prevention measures created Crisis Team defined Information and communication responsibilities with parents, guardians and local authorities defined Instructional activities held outdoors when possible 	<p><i>All measures listed in 'green' plus:</i></p> <ul style="list-style-type: none"> Masking required for everyone outside of the classrooms, dining rooms and dormitory rooms Masking required for all third parties entering the school Physical education and sports events held outdoors whenever possible, if indoors, only if effective ventilation and distancing is possible; no contact sports No singing unless outside If individuals or groups are quarantined, provision for online instruction organized 	<p><i>All measures listed in 'yellow' plus:</i></p> <ul style="list-style-type: none"> Small group instruction possible; provision for online learning organized Shift system instruction if possible Rules for instruction schedules with breaks No school activities or excursions off-campus No inclusion individuals who are not students or staff of the school Flexible scheduling No singing in indoor rooms Conferencing moved to online 	<p><i>Distance learning only</i></p>
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Green Details:

As many activities as possible should be held out of doors; especially physical education and sports practices. Provisions for online learning as well as determination of online learning platforms should be discussed and organized/communicated. IT provisions are in place to switch to online learning when necessary.

Yellow Details:

General masking requirements in place for students and teachers/staff members outside of classrooms, dining rooms and dormitories. For group learning, the teacher can required masking. Singing and music instruction should only be with masks or in the open air. Physical education can continue as well as laboratory work.

Orange Details:

Either online learning or flexible shift instruction can be installed. Small class instruction remains possible. Singing and music instruction indoors only with masks. Physical education and sports can continue, primarily outdoors; if indoors, only if ventilation and group distancing precautions can be guaranteed. Only sports that entail a minimum distance between athletes of 2 meters are allowed.

Red Details:

Presence of students and staff is prohibited and distance learning in place. A single platform for all online instructional actions is utilized.

V. COVID-19 Hygiene and Prevention Handbook

Corona Crisis Team Duties

Given the extent of the Corona virus outbreak and the uncertainty of future developments related to this pandemic, it is important that planning and clearly-defined responsibilities are determined before the start of the school year.

- School administrators are responsible for establishing a Corona crisis team for planning purposes as well as communication during this crisis.
- The following persons can be a part of this Corona crisis team
 - Teachers
 - Resident-care staff members
 - Administrators
 - Health coordinator
 - IT coordinator
 - Other partners in the community

The team should decide on appropriate measures and their implementation, respective of any aspects of the school's programs. The primary goal of the Corona crisis team is to create a school experience which is as normal as possible while guaranteeing that—dependent upon the Traffic Light System—appropriate measures are in place to keep students and staff safe.

Tasks of the Corona Crisis Team:

A. Raising Awareness

- 1) All students and staff must be informed of all hygiene and health safety measures.
- 2) All students and staff must be informed of the Traffic Light System and its importance.
- 3) Communication with parents, guardians and other community members must be clearly assigned to specific individuals within the school administration.

B. Documentation and Follow-up

- 1) Actual, up-to-date email addresses are to be collected and available.
- 2) Documented seating plans for all classrooms, dining rooms, dormitory rooms
- 3) Protocol of attendance for all students compiled and maintained daily
- 4) Protocol of attendance for all staff members compiled and maintained daily
- 5) Protocol of all third-party visitors to the school facilities maintained regularly

C. Infrastructure Preparation

- 1) Rules to regulate the movement of persons on campus including floor markings, separation of groups in common areas, etc.
- 2) Postings of all hygiene requirements in all classrooms, halls and other areas
- 3) Coordination with kitchen and cleaning companies to ensure that all requirements are in place, communicated and clear
- 4) Cleaning protocol established and maintained daily and personnel trained in these requirements
- 5) Cleaning and disinfecting of any and all food or drink machines

D. Hygiene Materials

- 1) Sufficient hand disinfection liquid, soap and paper towels available
- 2) A cleaning plan developed and communicated

- 3) A sufficient supply of masks, including PP2 masks for personnel
- 4) Students are informed that they must bring their own appropriate masks

E. Personnel Deployment

- 1) All staff has been evaluated for being at risk and proper steps taken for any who fall into this high-risk group.
- 2) High-risk personnel are informed of their rights and duties during the crisis

F. Instructional Organization

- 1) The instructional program has been analyzed for compatibility with all health measures at any of the Traffic Light levels and adjustments made.
- 2) In order to minimize the potential number, class sizes and locations have been examined and adjusted to minimize unnecessary contact
- 3) By group instruction, care is taken to minimize close contact between groups (resident and non-resident). Permanent groupings should be considered for such instructional methods.
- 4) A concept for emergency instruction has been created.
- 5) Rules for a flexible start to the school year have been considered and implemented.
- 6) A concept for breaks and meals has been created.
- 7) A communication platform has been created which can be utilized for direct, indirect and digital communication and instruction/learning with all students, staff, parents and other community members.
- 8) All members of the school community have been informed of all measures and potential measures to be taken.
- 9) The administration has discussed the instructional areas of physical education, sport, music and labs with the appropriate school personnel and all are informed of any and all measures in effect in these areas.
- 10) School events, activities, excursions, etc., have been discussed and a plan regarding these developed which is communicated and clear for all personnel involved in such activities.
- 11) Teaching faculty members are informed that at the level Orange, no external instructional methods (trips, excursions, activities off campus, guest lecturers or speakers) are allowed.
- 12) All students are informed and aware of what requirements online learning and proper access and use of this platform entails.
- 13) All teachers are informed and cooperate to ensure that online instruction and learning does not become overwhelming for individual students involved.
- 14) In-school as well as online learning is appropriately documented, recorded and evaluated.

Checklist 1: General Hygiene Requirements

- **Hand-washing!** Every person must wash their hands thoroughly after entering the school facilities and continue to wash their hands several times during the school
- , especially after sneezing or coughing, before and after meals and after using the toilets. Hand washing should proceed for at least 30 seconds with liquid soap in use. If hand washing is not possible, this can be substituted with the use of hand disinfectant.
- **Distance Observance** When and where possible, students and staff should maintain appropriate social distancing from each other whereby social distancing with younger students can be modified given their maturity and attention-levels. Within classrooms, social distancing can be modified for those who are persistently in the same groupings for instruction. Hugging and other forms of close personal contact should, however, still be avoided.
- **Breathing and Cough Hygiene** Coughing and sneezing should be into the elbow or a tissue whereby both the mouth and nose are covered completely. Tissues must be disposed of immediately afterwards. Singing and screaming should be avoided.
- **Regular Ventilation of Classrooms, Dormitory Rooms, and Other Rooms** Classrooms should be regularly ventilated by opening windows, etc., even in winter. If possible, ventilation should take place every 20 minutes.
- **Masking** As of Traffic Light Level yellow, it is required to wear masks for all persons outside of classrooms, dormitory rooms, and dining areas. Third parties visiting or delivering goods to the school must remain masked at all times.
- **Sickness** Because COVID-19, influenza and the Common Cold infections result in similar symptoms, any reports of respiratory infections increase concern within the school community of a possible COVID-19 infection. However, it is not considered expedient that every person with a cough or runny nose be banished from the classroom. Therefore, the general rule is that any student or school community member that has an acute respiratory infection (with or without fever) with at least one of the following symptoms—and no other plausible root cause—should not be allowed to participate in classroom instruction:
 - Cough
 - Sore throat
 - Shortness of breath
 - Bronchitis
 - Sudden loss of taste and/or smell
- **Call 1450** When any person in the school has symptoms similar to those associated with a COVID-19 infection, the tel. #1450 should be called immediately and all requirements communicated by the authorities followed completely.
- **Cleaning** A general, regular surface disinfection in classrooms should be carried out if the persons seated change regularly or frequently.

Checklist 2: Handling a Suspected COVID-19 Case

Suspicion of a COVID-19 infection in a school does not necessarily mean that the school will be closed—the health officials will make any and all necessary decisions in such cases.

2 Scenarios are possible:

Scenario A: The person with suspicious symptoms is present in the school.

1. Announce the suspicion to local health authorities.
2. Documentation concerning the measures taken in the school made available.
3. The student or staff member must immediately be separated from the school community and under strict maintenance of all hygiene and distancing requirements until health officials have given further directions concerning the case.
4. Agree and cooperate with all further steps required by the local health authorities.
5. If the student is younger than 16, the parents or guardians are to be informed immediately.
6. The Bildungsdirektion Salzburg is to be informed immediately.
7. The school must provide information concerning what persons the affected individual has been in contact with as well as the type of contact involved through the distribution of attendance and class rosters, classroom seating charts, dormitory-room locations, etc.
8. Testing and further testing is the decision of the local health officials and cooperation is expected from all school community members in support of this.
 - a) If the health officials agree, the student should be immediately picked up by the parents or guardians; all further health requirements carried out there.
 - b) Until such time, it is important to try and guarantee that no further contact between the affected individual and any other members of the school community occurs.
9. Further requirements established by the health authorities will follow attempts to determine the source of the infection through analysis of contacts and identification of a potential cluster. Further requirements may include quarantine of the affected individual, their family, and those with whom contact was established.
10. All students and staff members remain in their regular schedules for instruction, etc., until the health officials decide against this in the case of individuals, classes or the entire school.

Scenario B: The person with suspicious symptoms is not present in the school.

1. The affected person contacts the school immediately and calls tel. # 1450 as well. The affected person is informed that they are prohibited from entering the school facilities.
2. The school administration documents who had contact with the affected person as well as the type of contact through class rosters, dormitory rooming lists, attendance records, etc.
3. The time of the call and further communication as well as the times of contact in previous
4. s is also to be communicated to the health officials and the Bildungsdirektion.
5. If the affected person's condition is positive for a COVID-19 infection, all requirements and measures instituted by the health officials is to be followed without hesitation.

Checklist 3: High-Risk Groups

All determinations of what members of the school community are at high-risk is to be confirmed by a local physician.

School Staff Members

The school staff is divided into three groups:

1. Those staff members who belong to the COVID-19 high-risk group:
Fundamentally, identification of high-risk persons are identified by health officials only. Those staff members who fall ill during the school year may also be identified as at high-risk by professional physicians.
2. Those staff members who live with a person who is at high risk for COVID-19:
Staff members who share an address with someone declared at high-risk are excused from on-campus presence requirements.
3. Those staff members with psychological problems:
Those school staff members who—due to an increasing number of infections and, therefore, personal threat—experience psychological problems may also be excused from on-campus duties provided this situation is confirmed by a physician. Such excuses from on-campus duties does not mean that instructional duties are also excused. These must continue to be provided through online instruction.

Students

Students are divided into four groups:

1. Those students who belong to the COVID-19 high-risk group:
Students in this group are freed from on-campus presence provided a physician's confirmation is provided. They are not, however, freed from online instruction and learning.
2. Those students who live with a person who is at high risk for COVID-19:
Students in this group are not required to be present for on-campus instruction. They are not, however, freed from online instruction and learning.
3. Students with a debilitating, chronic health condition:
Students with serious, chronic health conditions may be excused from presence on campus provided discussion with a physician recommends this step. Such students must individually maintain their involvement with the instructional material on a daily basis and are responsible for all assignments, etc. If arrangements are made for on-campus examinations, individual, isolated conditions must be provided and all hygiene and health protection measures are in place.
4. Students with psychological problems:
Those students who—due to an increasing number of infections and, therefore, perceived personal threat—experience psychological problems may also be excused from on-campus instruction provided this situation is confirmed by a physician. Such students must individually maintain their

involvement with the instructional material on a daily basis and are responsible for all assignments, etc. If arrangements are made for on-campus examinations, individual, isolated conditions must be provided and all hygiene and health protection measures are in place.

Sources:

Schule im Herbst 2020: Ein Konzept for einen erfolgreichen Start fon Schulen und Kiderbildungs-und-betreuungseinrichtungen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/schuleimherbst.html>

Die Corona-ampel an Schulen und elementarpädigogischen Einrichtungen; Vorgangsweise in bestimmten Anwendungsbereichen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/coronaampel.html>

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Hygiene Manual for Boarding Schools . CoVid-19; June, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung

CORONA POLICIES, PROCEDURES, GUIDELINES AND PROTOCOLS:

CLASSROOM INSTRUCTION

August 28, 2020

General Information

The required Corona Crisis Team at AIS-Salzburg has discussed this topic and, under the responsibility of the administration, has made the following determinations concerning health and safety measures applicable to all classroom instruction for the 2020-2021 school year and for as long as the Corona crisis is ongoing.

These policies, procedures, guidelines and protocols are aligned with the Austrian government's requirements for all educational institutions in Austria and have been adjusted for particular aspects of the programming at AIS-Salzburg that are unique and insufficiently considered by these authorities. In all cases of adjustment or compromise of these regulations, the Corona Crisis Team has tried to establish a high or higher level of safety and health than required and maintained the goals and outcomes desired by such measures.

It is the express duty of all instructors at AIS-Salzburg to know and implement all of these policies, procedures, guidelines and protocols at all times while the Corona crisis is ongoing. Questions and concerns should be forwarded to the administration for discussion and clarification.

These measures are liable to change at any time given the situation in Salzburg and Austria. To successfully consider such changes, the Corona Crisis Team will continue to meet and discuss such potential adjustments or changes and communicate these appropriately.

Sources/Resources

Schule im Herbst 2020: Ein Konzept for einen erfolgreichen Start von Schulen und Kinderbildungs- und -betreuungseinrichtungen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/schuleimherbst.html>

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Hygiene Manual for Boarding Schools . CoVid-19; June, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung

Responsibility

The school administration, the Corona Crisis Team, all those who instruct formal, regularly-scheduled or ad hoc courses in school classroom facilities.

Measures to be Implemented

A. Classroom Physical Organization

1. All classrooms are to have the maximum number of tables and desks allowed by fire and safety standards.
 - a. Library: 12 double tables
 - b. Classroom 2: 4 large work tables
 - c. Classroom 3: 9 double tables; 5 lab benches
 - d. Classroom 4: 6 double and 6 single tables
 - e. Classroom 5: 8 double tables
 - f. Classroom 8: 6 double tables
 - g. Classrooms 11-15: 12 double tables
2. Tables and seating is to be arranged optimally to maximize distances between students and between the students and the instructor. Tables are not to be organized into groups of tables with face-to-face seating at any time, except in Classroom 2.
3. No arrangements of any furnishings in classrooms may violate standing safety standards such as fire safety requirements, etc. For example, all emergency evacuation routes must be clear at all times and heating elements may never be covered.

B. Seating Arrangements

1. All classrooms must have a fixed seating plan which is established on the first day of classes and maintained throughout the school year or the length of the present health crisis. Copies of all seating arrangements with clearly-written student names (last, first) are to be submitted to the office before Friday, September 11, 2020. These will be collected in a binder and made available to health officials upon request.
2. Any changes of where particular students are seated must be accompanied by notification of the front office as well as adjustment to seating plans that have been previously submitted. It is not acceptable to make changes to the seating plan that violate any of these provisions.
3. When the number of students present in the course allow it, the students are to be seated at one per table in all classrooms.
4. All non-resident students are required to be seated in the front rows of tables in any and all classrooms at one per table as numbers allow.
5. If the numbers of students enrolled in the course exceeds the number of tables available, boarding students are to be doubled at tables as a first adjustment.

6. If the enrollment numbers require further doubling after all boarders have been doubled at their tables, non-resident students may be seated two per table in the front rows. However, barriers must be set up between two non-resident students seated at the same table for the length of the instructional period in all such classes.
7. Please arrange tables in the classrooms so that an optimal amount of space (1.5m) is provided between the instructor and the first row of students. In classrooms where this is physically not possible, transparent barriers will be put up at the front of the first row of tables.
8. Classes may be held out-of-doors if desired but these health measures must be maintained generally, including physical separation of non-resident students and boarders, appropriate distancing as well masking for face-to-face interaction if under 1.5m. Questions regarding outdoor instructional events can be addressed to the administration.

C. Teaching Methodologies

1. Group work is only allowable if the following restrictions can be implemented and maintained:
 - a. resident and non-resident students may not be in the same groups.
 - b. if group work involves face-to-face seating, masks must be worn by all members of the group for the length of the group work.
 - c. groups should not change members frequently; an optimal situation is that the group memberships are fixed and consistent for all group learning events.
2. Student presentations to the class must include masking of the presenter unless 2m of distance can be established between the presenter and the first row of seated students.
3. Visiting lecturers, representatives or presenters must be masked at all times while on campus and registered on a protocol in the front office (name, address, contact information).
4. Field trips or other educational events off campus are allowable only following discussion of all details relevant to meeting the health requirements within the parameters of the current level of risk. Such outings are only allowable within the context of green or yellow risk levels.
5. Singing, yelling, and loud, expressive speaking is not to be allowed during instruction. If such action is desired or required (e.g., Drama elective), it must take place outdoors where sufficient distancing is possible.

D. Attendance and Reporting

1. Attendance is to be reported religiously and regularly; especially at the start of the first period each weekday morning. All absences and tardies are to be reported and a complete attendance record is to be updated in PowerSchool by the end of the academic day (by 16:00).
2. Students who are not feeling ill and request departure from the classroom, may only do so with notification from the school office or administration that has cleared such a departure. Such departures are also to be reported in PowerSchool attendance.
3. Students may depart classrooms to use the restroom when the instructor decides it is necessary to do so. To ensure proper hygiene precautions have been followed, the instructor

should remind the student to wash their hands thoroughly and additionally ask the student to use hand disinfectant upon re-entry to the classroom. Such departures do not need to be reported but should be kept to a minimum.

4. All instructors of regular academic courses are to set up an appropriate class in Google Classroom® and maintain a record of all assignments, readings and all other requirements there; updating them regularly. Instructors should replace the student agenda book requirement with this online information. When a student is not present during the class period, they must be informed of any and all assignments, readings, etc. required so that they may maintain their coursework individually. The resident staff will utilize the teacher's updates on Google Classroom® to inform themselves of the assignments boarding students have been given. Tutorial assignments are to be put into Google Classroom® records as well throughout the school year as reference to these required tutorials will need to be known by the resident and office staff. The administration will ensure that appropriate email addresses for the students are distributed to all instructors and that the students will be properly schooled in how to use this online resource.

E. Hygiene

1. Rooms are to be frequently ventilated to reduce the danger of aerosol build-up and possible infection or contamination. The recommendation is to ventilate the classroom every 20 minutes for 5 minutes throughout the time it is occupied. This, regardless of weather conditions. Any and all students may wear jackets during all class periods

2. Surfaces in classrooms should be disinfected twice daily: once by the instructor assigned to the room; again by the cleaning staff in the afternoon, Monday through Friday. Instructors should disinfect surfaces mid-morning (e.g., during break, start of period 3, etc.) A supply of surface disinfectant will be available in each classroom and resupply provided by the front office.

3. All classrooms will have a supply of hand disinfectant available for use near the entrance of the classroom. It is recommended that students be required to use this when returning from the restroom or if any behavior or actions have compromised hand hygiene (sneezing, coughing, use of lab materials, art supplies, etc.). Teachers of period 4 classes on M, T, Th and F and period 2 teachers on Wednesdays should stand at the door before students exit the classroom for lunch and distribute hand disinfectant to all. It is not recommended that all students be required to use hand disinfectant every period of the academic day.

4. Masking of both staff and students is not required within the classrooms (or dining rooms and dormitory rooms) at any of the first three health threat levels (Green, Yellow or Orange). At health threat level yellow, however, masking is required in the halls and other common spaces between the morning warning bell (08:58 on M, T, Th, and F; 10:00 on W) and 16:00 for all staff and students. At health threat level Orange, masking is required in all areas outside of classrooms, dining halls and dormitory rooms throughout the day.

Note: at threat level red, schooling is online only and no classes meet physically.

5. All instructors have the right to require that a student who is coughing, sneezing or exhibiting other such symptoms be masked for the duration of the instructional period. If refused, the student is to be sent to the school Health Coordinator or office personnel.

6. Any and all students may voluntarily wear masks at any time during instructional periods if they so desire.

7. Students who return to class instruction following illness will be required to wear masks throughout the instructional periods until their symptoms allow ending this requirement.
8. Students are to be informed and frequently reminded that when sneezing or coughing, they should do so into their elbow or into a tissue. Supplies of tissues will be available in all classrooms. An instructor may ask a persistently-coughing student to wear a mask.

F. Other Measures

1. In the studio art and drama electives, the above-listed measures are to be in place to the extent possible by the physical environment. Both of these electives should utilize an outdoor setting as often as possible. In studio art, masking may need to be required due to face-to-face seating arrangement.
2. All music lessons will take place utilizing masks because the instructors are third-parties to the school staff and community.
3. Tutorials are to be arranged physically so that the students are of sufficient distance (1.5m) from the instructor and other students at all times. Masking may be required by tutorial instructors when deemed necessary.
4. Laboratory lessons are to be conducted in the science lab or out of doors when possible. Since students will need to be face-to-face across lab benches, masking will be required for all such lessons at all grade levels.
5. Use of the computer lab will need to proceed only after physical arrangements which guarantee the minimum health and hygiene standards have been organized. This will mean that large classes will not be able to use the computer lab together as distance and seating arrangements cannot fulfil health requirements.
6. Any and all formal meetings of groups of students during or after the academic day schedule will need to abide by most of these hygiene and distance regulations (seating charts and attendance requirements fall away). This includes such regular meeting as Student Council, Menu Committee, etc., as well as ad hoc meetings called by the administration, teaching faculty or resident-care staff.
7. Throughout this period of crisis, no classrooms or other facilities of the school may be utilized by third parties. This includes a prohibition against any students not enrolled at AIS-Salzburg registering for standardized tests.

Instructors are to maintain a minimum of 1.5m from all students at all times.

F. Materials

The following materials will be made available by the school administration:

- a) barriers for classroom tables where necessary
- b) sufficient tables and chairs in all classrooms
- c) hand and surface disinfectant in all classrooms
- d) tissues in all classrooms

- e) PPF2 masks as well as face shields will be supplied to all instructors as well as for use by students during laboratory lessons.
- f) towels in restrooms will be stocked regularly and appropriately
- g) hand moisturizer available in all classrooms

Conclusion

It is the wish of both the administration of AIS-Salzburg as well as the Austrian authorities that educational programming remain as normal as possible within the guidelines mentioned. Employees of AIS-Salzburg are to be responsible in maintaining a prudent respect for all of these guidelines and carry them out on a daily basis, but this should not unnecessarily hinder the regular, normal classroom objectives and goals. Lastly, please always be aware and respond appropriately to those members of the community who may experience psychological stress related to these measures or the pandemic generally. Please take appropriate steps to try and relieve this if possible. A certain amount of balancing these restrictions with meaningful and positive experiences in the classrooms is desired and—to an extent—should be planned on.

CORONA POLICIES, PROCEDURES, GUIDELINES AND PROTOCOLS:

NON-RESIDENT STUDENTS AND NON-RESIDENT STAFF

August 31, 2020

General Information

The required Corona Crisis Team at AIS-Salzburg has discussed this topic and, under the responsibility of the administration, has made the following determinations concerning health and safety measures applicable to all classroom instruction for the 2020-2021 school year and for as long as the Corona crisis is ongoing.

These policies, procedures, guidelines and protocols are aligned with the Austrian government's requirements for all educational institutions in Austria and have been adjusted for particular aspects of the programming at AIS-Salzburg that are unique and insufficiently considered by these authorities. In all cases of adjustment or compromise of these regulations, the Corona Crisis Team has tried to establish a high or higher level of safety and health than required and maintained the goals and outcomes desired by such measures.

It is the express duty of all instructors at AIS-Salzburg to know and implement each of these policies, procedures, guidelines and protocols at all times while the Corona crisis is ongoing. Questions and concerns should be forwarded to the administration for discussion and clarification.

These measures are liable to change at any time given the situation in Salzburg and Austria. To successfully consider such changes, the Corona Crisis Team will continue to meet and discuss such potential adjustments or changes and communicate these appropriately.

Sources/Resources

Schule im Herbst 2020: Ein Konzept für einen erfolgreichen Start von Schulen und Kinderbildungs- und -betreuungseinrichtungen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/schuleimherbst.html>

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COVID-19-Hygiene- und Präventionshandbuch; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung; https://www.bmbwf.gv.at/Ministerium/Informationspflicht/corona/corona_schutz.html

Hygiene Manual for Boarding Schools . CoVid-19; June, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung

Responsibility

The school administration, the Corona Crisis Team, all those who instruct formal, regularly-scheduled or *ad hoc* courses in school classroom facilities in which day students are enrolled.

I. Situation

Please review the latest information on the Austrian government's guidelines for schools (above) as well as the Corona traffic light system to go into effect on September 4, 2020.

Understand that the situation with this pandemic can change at any time and that the government and the school administration will alter, adjust, suspend or increase the policies, procedures, protocols and guidelines in place accordingly.

II. Primary Considerations

1. The boarding students and resident staff members represent a generally well-protected and semi-isolated group of individuals whose risk of infection is low due to the lack of significant time away from campus and possible exposure to those infected as well as through the policies and procedures, etc., to be implemented this fall. Additionally, the student members of the resident population at the school can only rarely, and with some risk, engage in behaviors that are considered dangerous or could expose them to a higher level of risk.
2. The day students and non-resident staff members of the school community are not nearly as protected in their daily movements and external restrictions as those who are resident. Therefore, it is the opinion of the AIS-Salzburg administration that certain clearly-defined policies, procedures and protocols need to be in place to protect the resident population from exposure to the virus by those who are non-resident.
3. The Austrian authorities generally consider day students as the norm. Many of the official health regulations and requirements apply specifically to our non-resident students and staff members whereas appropriate procedures and policies for our resident students and staff have to be extrapolated from these government requirements.

III. Other Considerations

The day student population is roughly the same as in the past although the numbers this fall are more open than we would like. We are currently counting on 18 non-resident students. However, there is a strong concentration of day students in grade 11 (8-10 total) this year which adds to the burden in the classrooms, dining, etc. for this group. (Please review the guidelines for Classroom Instruction for more on this.)

IV. Measures to be Implemented

When Away From Campus

All day students and their parents or guardians will be informed that they have a duty to know and implement any and all health and safety requirements initiated by the Austrian health and government authorities when not physically present at the school for instructional programming.

Further, all day students and their parents or guardians will be informed of the need to protect the resident students and staff members through thoughtful and responsible actions and behaviors when away from the school.

Academic Instruction

See *COVID-19 Guidelines: Classroom Instruction*

Daily Health Checks

1. All day students arriving for classes in the morning must report immediately to the front office before proceeding further to their lockers, classrooms, etc.
2. The Health Coordinator or Office Manager will check the body temperature of all day students upon arrival as well as check that they have a mask with them. Day students will also be asked as to their present health condition and, on Mondays, their health over the weekend. Specifically, they should be asked if they have had any respiratory problems including cough, shortness of breath, loss of taste or smell, etc. Only when cleared to do so, may the day students then proceed to their first period classrooms.

Red Cross 'Stopp Corona APP'

All students registered at AIS-Salzburg are required to download the Austrian Red Cross *Stopp Corona App* and have this on their phones. This app fully protects all students' personal data and is not in violation of the EU Personal Data Protection Laws and may be very important if a situation arises in which a positive COVID-19 test is reported.

Lockers

Day student lockers should be located together and somewhat separate, if possible, from boarding student lockers. Any change of lockers must involve cleaning and disinfecting before another student puts them to use.

Masking

- Level Green: No masking requirement for students before, during or following class instruction, meals or passing periods.
- Level Yellow: Mask required between all classes from the time of arrival until departure before 16:00, unless registered for an elective, tutorial, team practice, etc., whereby masking must continue outside of the classrooms until departure.
- Level Orange: As with level yellow (above).
- Level Red: No day students allowed on campus unless masked throughout the period of time present.

For levels Yellow and Orange, students should be masked at all times outside of the classrooms including: during passing periods; when excused to use the restroom; while waiting in line for breakfast or lunch; while in the kitchen area picking up their meal; and whenever finished with dining during the lunch period or after period 6 class dismissal and before departure from the school grounds.

Arrivals and Departure (M-F)

1. Arrivals

- | | |
|---------------------------------|--|
| M, T, Th, F: | No later than 08:45 (unless commitment is scheduled) |
| Wed (If riding with us to Rif): | No later than 07:15 |

2. Departures

M, T, W, Th, F: No later than 16:00 (unless commitment is scheduled)

3. Once departed, day students may not return to campus until the following morning or the following Monday morning for classes.

4. Day students who participate in an evening elective period (19:00 - 21:00), must report to the school RA Office by 18:45 and depart immediately after the conclusion of the evening elective. Day students may not remain on campus between 16:00 and 18:45 in order to participate in electives.

Dining in School Facilities

All day students are to dine at breakfast or lunch in Dining Room #1 and may not utilize dining room #2 for the duration of the breakfast or lunch period. Once lunch or breakfast has been eaten, day students may move freely within the lower halls and grounds unless the health threat level is yellow or orange, in which case a mask must be worn.

Dormitories

Day students are never allowed above the ground floor of the main building and may not enter the school's dormitories for any reason for the duration of this health crisis.

Physical Education and Sports

1. Transport: Day students may either join the school's transport to the Rif Sports Center on Wednesday mornings by reporting to the school by 07:15 and checking in at the office OR may meet the school staff and students at the Rif Sports Center (Hartmannweg 4/6, 5400 Hallein) at 07:45.

2. Attire: All day students are required to be in the school physical education uniform for physical education classes whether or not they are provided transport by the school. Transport by the school to the Rif Sports Center involves utilizing a bus upon which masks must be worn. Also, masks must be worn by all students between classes at the Rif Sports Center.

3. Showers: Day students may need to utilize the shower facilities at the Rif Sports Center before boarding the school transport back to campus. The school staff involved in instruction of physical education will make appropriate allowances for this and communicate these to all day students.

4. During participation in physical education or sports teams practices, the instructors and/or coaches will decide which specific activities, drills, games, etc., may require separation between day and boarding students and/or masking in order to maintain appropriate distancing. All day students should try to maintain appropriate distancing when possible during physical education or sports practices. Any student may voluntarily wear a mask at any time during such instructional periods.

5. Because of the variety of physical education courses available as well as different facilities in use at the Rif sports center, specific, unique requirements involving distancing, masking, etc. may be in place on a permanent or *ad hoc* basis.

6. Sports team practices are regularly scheduled during each season and day students involved in these athletics teams are to maintain a high awareness of practice times, regulations and procedures that are in effect. Generally speaking, students involved in team sports practices will be

directed by the coaches not only in terms of their development in the particular sport, but also in terms of appropriate health protection requirements.

7. Scheduled athletic competitions which include both day and boarding students will be announced beforehand and any and all health requirements or restrictions will also be specifically communicated to the day students and their parents. Bear in mind that many athletic competitions this year will be postponed or cancelled; especially those hosted by other international schools. The school staff will only schedule events of this nature provided student health can be protected appropriately.

Weekend Activities Participation

Day students may continue to participate in weekend activities alongside boarders provided (a) they have been registered in a timely way so that participation can be planned upon, and (b) the health threat level is green or yellow. As of health risk level Orange, day students are not permitted to join in weekend activities. The school administration will send weekend activities schedules to all day students and their parents on a weekly basis as long as the health risk level is Green or Yellow only.

Winter ski or snowboarding trips (commencing after the Christmas Break) will be organized and carried out only after safe conditions for our students can be implemented and specific regulations and/or guidelines have been established. Day students participating in ski and snowboarding trips organized by the school will be informed of such guidelines which must be adhered to and it understood that the school staff must be heeded in their appropriate implementation.

Excursions

Day students may participate in school excursions at cost. Timely registration and payment for such participation must be made with the school office personnel. Itineraries and any particular health precautions beyond those required by government and health authorities, will be communicated before final deadlines for participation are in place if at all possible. The school administration will only conduct overnight excursions provided the COVID-19 health risk is no greater than the situation in Salzburg, Austria. Travel warnings or bans will be heeded by the school administration in organizing excursions. Should a late postponement or cancellation of an excursion be decided by the administration as necessary, any payments received will be refunded fully. If the health risk level in Salzburg is orange, all excursions and off-campus events scheduled for that time period will be postponed or cancelled.

Weekend Check Outs to Day Student Residences

Weekend check outs by boarders to day student residences are not permitted unless certain unique circumstances make this necessary. Otherwise, boarders may only be checked out to their parents or guardians during the COVID-19 health crisis. In an emergency, and/or under very specific circumstances whereby realistic alternatives are not available (e.g., a student is unable to return home for a vacation period due to travel restrictions), it may be allowed that a day students' parents may host a boarding student for a period of time provided guardianship and responsibility is clearly agreed to by all three parties (the school administration, the boarding student's parents or guardians and the hosting parents or guardians).

Illness and Other Absences

1. When ill, especially when a day student exhibits symptoms related to COVID-19 (shortness of breath, respiratory problems, loss of taste and smell, aching joints, fever, etc.), the school will strongly urge that the student remain home and under the care of the parents or guardians rather

than attending classes at AIS-Salzburg. This should be communicated to all day students' parents and guardians.

2. Day student parents and guardians need to inform the office immediately if their child is ill and will not attend classes. This is important because if it comes to testing and a possible positive result, the authorities will need to review our attendance records which must be kept up to date. Generally, parents and guardians should inform us by telephone or email *before 10:00 each morning* if their child is unable to attend classes and the attendance record amended immediately.
3. Before returning to attend classes, all day students who were absent due to illness must present a doctor's clearance to the school office staff. This clearance must state clearly that the student may participate in classes again.
4. All day students who return to classes following illness must wear masks throughout the day, including and specifically during instruction in the classrooms as well as between classes. Masks may be removed in the dining room only during lunch consumption. Such masking should continue through the end of the academic week in which the student was absent due to illness. Note: Any instructor who feels that the day student returning from illness needs to remain masked should report this to the Health Coordinator for discussion and further action.
5. Day students who are not in attendance at physical education classes on Wednesday morning may not return to the school afterwards and then attend classes. The same guidelines for all absences due to illness apply in such a case and the student would not be allowed to return to classes until a doctor's statement confirms this.
6. Day students and their parents will be urged not to schedule other appointments during class time including during physical education periods. Requests for absence for reasons other than illness will be handled on a case-by-case basis and communicated with all instructors and the attendance records adjusted accordingly.

Google Classroom

This year, the AIS-Salzburg teaching faculty will utilize Google Classroom throughout the school year as a means for communicating regular assignments, readings, additional or supplemental material, etc. All students enrolled at AIS-Salzburg must submit an gmail@ address and enroll electronically to their Google Classroom courses and utilize this information as a form of agenda book. This will be especially important in the case of absences from classes whereby the student will have the Google Classroom resource to remain informed about instructional material missed. Should the health risk level go to red and face-to-face instruction on campus suspended, all instruction and learning will utilize the Google Classroom platform in order to meet instructional goals until it is safe to resume regular classes.

Academic Attire (weather)

Due to the government's requirements to ventilate classrooms frequently and thoroughly during class time, it is recommended that all students bring warm clothing to put on during classes in order to remain as comfortable as possible during such periods of ventilation; especially during the winter months.

School Visits

Day students parents who wish to come to the school and visit with members of the administration or teacher faculty will be encouraged to do so. However, masking precautions will be in place and

all visits announced beforehand to inform all teaching faculty members. Such visits will be protocolled by the front office with name, date and time and remain on file.

V. Non-Resident Staff Members

1. General Response Expected

All non-resident staff members are informed that they have a professional duty to know and implement any and all health and safety requirements put in place by the Austrian health and governmental authorities as well as those implemented specifically at AIS-Salzburg. It is expected that non-resident staff members will in no way purposefully endanger the school community through imprudent or irresponsible behavior when not on campus. All non-resident staff members are to inform themselves of the alterations of expectations which would be implemented given any change in the health risk levels (green, yellow, orange or red) and be prepared for these.

2. Illness and Absence

Any non-resident staff members who feel ill and unable to perform their contracted duties must inform the administration as soon as possible so that coverage can be organized. This is especially the case when symptoms similar to COVID-19 infections are experienced. It is further expected that a non-resident staff member will take appropriate steps to ensure negative exposure by seeing a physician and (if advised to do so) undertake a COVID-19 test; sharing the result with the school administration.

3. Personal Protection

All employees at AIS-Salzburg have the right to remain away from duties if justified by illness or other conditions that make fulfillment of duties impossible. Further, employees have the right to protect themselves personally through masking, etc., beyond the measures called for at any time and should feel free to do so provided this extra personal protection does not interfere with the instructional or supervisory goals contracted to fulfil. It is strongly recommended by the school administration that all non-resident staff members get an influenza vaccine. Please see the office staff concerning this.

4. Risk Assessment and Alterations of Circumstances

Non-resident staff members who have or have recently suffered a serious health condition that does not place them in the high-risk category as defined by the Austrian health and governmental authorities, yet is cause for concern and extra attentiveness during the present crisis, should consult with their physicians as well as the school administration to determine the most appropriate approach to their duties while protecting their health.

5. Communication

The school administration would appreciate timely communication of any aspects of concern regarding these or other policies, procedures, protocols and guidelines related to countering the present health crisis effectively and efficiently without compromising the provision of a college-preparatory education for our students.

VI. Details and To Do

Timeline:

All of the above-mentioned policies, procedures, protocols and guidelines are to go into effect on the first day of classes. On Orientation Day, the administration will discuss all of these with both the day students and their parents to raise awareness and answer any and all pertinent questions.

Materials:

- Protocol sheets in front office
- Up-to-date attendance records in the front office
- Up-to-date illness records in the front office
- Supply of masks for those who forget; available in the front office
- Touch-less body temperature readers
- Weekend activity and excursion rosters
- Materials for posting

VI. Conclusion

It is imperative that all members of the school staff are aware of the fundamental difference between resident and non-resident community members and the challenges this represents during this crisis. There is simply a much higher chance of positive infection from COVID-19 among the non-resident students and staff than those resident due to the higher level of interaction with individuals outside of our community. As such, it is of critical importance that we implement guidelines for non-resident staff and students that are appropriate without going so far as to impair our educational mission or significantly change the nature of our educational programming.

CORONA POLICIES, PROCEDURES, GUIDELINES AND PROTOCOLS:

RESIDENT STUDENTS AND STAFF

September 1, 2020

General Information

The required Corona Crisis Team at AIS-Salzburg has discussed this topic and, under the responsibility of the administration, has made the following determinations concerning health and safety measures applicable to all classroom instruction for the 2020-2021 school year and for as long as the Corona crisis is ongoing.

These policies, procedures, guidelines and protocols are aligned with the Austrian government's requirements for all educational institutions in Austria and have been adjusted for particular aspects of the programming at AIS-Salzburg that are unique and insufficiently considered by these authorities. In all cases of adjustment or compromise of these regulations, the Corona Crisis Team has tried to establish a high or higher level of safety and health than required and maintained the goals and outcomes desired by such measures.

It is the express duty of all instructors at AIS-Salzburg to know and implement all of these policies, procedures, guidelines and protocols at all times while the Corona crisis is ongoing. Questions and concerns should be forwarded to the administration for discussion and clarification.

These measures are liable to change at any time given the situation in Salzburg and Austria. To successfully consider such changes, the Corona Crisis Team will continue to meet and discuss such potential adjustments or changes and communicate these appropriately.

Sources/Resources

Schule im Herbst 2020: Ein Konzept for einen erfolgreichen Start von Schulen und Kiderbildungs-und-betreuungseinrichtungen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/schuleimherbst.html>

Die Corona-ampel an Schulen und elementarpädigogischen Einrichtungen; Vorgangsweise in bestimmten Anwendungsbereichen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/coronaampel.html>

Die Corona Ampel auf einen Blick; 17.08.2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/coronaampel.html>

COVID-19-Hygiene- und Präventionshandbuch; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung; https://www.bmbwf.gv.at/Ministerium/Informationspflicht/corona/corona_schutz.html

Hygiene Manual for Boarding Schools . Co, Vid-19; June, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung; <https://www.ais-salzburg.at/wp-content/uploads/2020/07/BoardingSchoolCoVid19Requirements.pdf>

Responsibility

The school administration, the Corona Crisis Team, all those who are responsible for the health, well-being, supervision and guidance of students who are resident on the AIS-Salzburg campus as full- and five-day boarding students.

I. Situation

Please review the information published by the government's health officials entitled, 'Hygiene Manual for Boarding Schools' (on our website) to get an idea of what the authorities here require. This is a basis for our considerations and the development of our own policies. There are, however, some differences between the authorities' understanding of a boarding school and AIS-Salzburg. Please also note that this document was last updated on June 20, 2020.

Understand, generally, that the situation with this pandemic can change at any time and that the government and the school administration will alter, adjust, suspend or increase the policies, procedures, protocols and guidelines in place accordingly.

II. Primary Considerations

1. The boarding students and resident staff members represent a generally well-protected and semi-isolated group of individuals whose risk of infection is low due to the lack of significant time away from campus and possible exposure to those infected as well as through the policies and procedures, etc., to be implemented this fall. Additionally, the student members of the resident population at the school can only rarely, and with some risk, engage in behaviors that are considered dangerous or could expose them to a higher level of risk.

2. All resident students and staff are considered a 'household' with reference to COVID-19 requirements by the government and health officials. As the document states, '*Living in a boarding school is comparable to living in (a) communal setting such as ... apartments, for a predetermined period of time in order to participate in an educational program... In such cases, a defined group of people share specific living areas such as bathrooms, kitchens, dining rooms, living rooms, bedrooms and lounges. Those resident in boarding schools are legally-defined as equivalent to all those living in temporary, communal housing.*' This means, effectively, that all residents registered at the school address are a household. Distancing requirements, masking and other regulations in effect outside of any Austrian household do not apply internally among the resident students and staff at AIS-Salzburg.

However, appropriate attention must be paid to two things:

- a. hygiene measures in the dormitories
- b. parameters of interaction between those who are resident and those school community members who are non-resident.

3. ***We need to all understand that in the case of any positive test within the school community, we would be shut down and everyone quarantined: non-residents at home; residents in the building. Everyone would likely be tested due to our daily interaction with each other, movements checked, etc., etc. Instruction, as far as this is possible would be transferred online whereby connectivity for students quarantined in the building would likely be insufficient. Students would not be allowed to travel and all meals, etc., would have to be***

delivered, prepared and distributed by resident staff only. The kitchen staff would be quarantined as well. Only after testing proved that no one was positive, would normal schooling be permitted to recommence. At that point, it is doubtful as to how many of the parents of resident or non-resident students would wish to continue enrollment.

This being the case, it is especially important that all those resident in the building are keenly aware of all policies, procedures, protocols and guidelines in effect, communicate these effectively and frequently, and be prepared for possible changes in these with regard to an increasing or decreasing level of health threat as symbolized by the traffic light system as well as ad hoc changes required internally after identification of problems, difficulties, or need for improvement.

III. Other Considerations

The boarding student population this year is predicted to be 44 to 47 students altogether as of the start of the school year (19-20 females, 25-27 male). A number of students will likely have difficulties arriving on time and we do have a number of inquiries for enrollment later during the school year. Therefore, provided all goes well, we may eventually have a resident student population of around 50 at all grade levels. These numbers are roughly equivalent with last years' resident student population and does allow us some latitude in determining rooming arrangements and organization.

The predicted number of non-resident students will be around 18 students with half of them in grade 11. The total number of staff members who are non-resident is 24. Therefore, approximately 35% of our community is non-resident; 65% resident. This means that there are two residents to every non-resident during the daily instructional hours, Monday through Friday between 09:00 and 16:00. This represents the heart of the challenge after appropriate hygienic standards are in place and maintained.

IV. Measures to be Implemented

A. Government Personal Hygiene, Distancing, Facilities Hygiene Measures and Communication:

1. Personal Hygiene Stipulations:

- a. Resident students are to be informed that they should keep their hands away from their mouth and nose as much as possible.
- b. Resident students are to be informed that they are to cough or sneeze into their elbow or tissue. Tissues are to be disposed of immediately afterwards.
- c. Resident students and staff should not sing, scream or speak loudly around others.
- d. Resident students and staff members may freely utilize mouth and nose masks at any time.
- e. All residents must maintain a regularly-updated awareness of the COVID-19 situation in the school, neighborhood, city and region.
- f. Should symptoms develop which are suspiciously similar to COVID-19 symptoms, the telephone hotline (#1450) should be called for consultation and the person should be isolated as soon as possible until the situation is clarified.
- g. All third-party visits to the school dormitories must be documented so that in the case of infection the source and further spread of the virus can be appropriately determined and managed by providing the health authorities with this information.

- h. Anyone in contact with boarding students and staff (e.g., non-resident students, faculty members, administrators, kitchen staff, etc.) who do not reside in the boarding facilities, are prohibited from entering these facilities when they are ill.
- i. Residents at higher risk must be identified and may include: individuals with severe chronic lung disease (COPD or Cystic Fibrosis); individuals with advanced chronic kidney disease; individuals with advanced heart disease or insufficiencies; individuals currently receiving chemotherapy or having completed a chemotherapy in the previous six months. A risk analysis by the proper health authorities should be carried out and followed in such cases.

2. Social Distancing in Residences:

- a. Close groupings of people in small areas are to be avoided when possible.
- b. Sleeping arrangements should be established whereby students are 1.5 meters apart in their dormitory rooms if possible. Only the students assigned to particular rooms are to sleep there; students from other rooms or other members of the student body are prohibited from sleeping in rooms allocated to others except when required to reside in the school infirmaries.
- c. Generally, boarding school infrastructure is not designed with social distance requirements in mind. Therefore, it is recommended that attempts should be made to reduce the number of people and their encounters with others by staggering the daily routine when possible. Mixing of groups with one another should be avoided when possible. Also, frequent changes in staff, cleaning staff and teaching faculty members should also be avoided. Large groups should generally be avoided when it is possible to do so.
- d. In areas which frequently attract larger numbers of students, it is recommended that measures be taken to avoid droplet infection through maintaining social distancing (e.g., student lounges).
- e. The Ministry's regulations and guidelines for mass sport or group exercise must be maintained faithfully in a boarding school setting

3. Hygiene in Resident Facilities:

- a. Increased hygiene measures such as frequent cleaning are required throughout the boarding facilities in order to ward off COVID-19 infections. In general, thorough normal cleaning is recommended alongside the use of disinfectants in places of particularly high use and exposure (e.g., desktops, bathroom facilities, door handles, etc.)
- b. All generally-accessible sanitary facilities must be equipped with sufficient liquid soap and towel dispensers (cloth or paper).
- c. All dormitory rooms occupied by residents must be ventilated for a minimum of five minutes every hour.

4. Communication and Promoting Awareness

- a. All boarding school educators, staff and administrators are to acquire sufficient knowledge concerning CoVid-19 safety measures and are to use these to expand their personal competencies. (e.g., application of hygiene measures, knowledge of at-risk persons, etc.). It is recommended that all boarding school personnel be required to attend a virtual team workshop before opening of the school's dormitories to ensure that all employees are equally aware of these requirements and procedures. The goal should be that all employees work together in a uniform manner.
- b. At every appropriate opportunity, all boarding school residents should be made aware that the collective use of objects from outside the living environment should be avoided as far as possible

B. Variations/Adjustments to Government Measures

1. (1f) Exact procedures for informing and reporting illness go beyond the requirements of simply calling #1450. Firstly, the student should be isolated in the infirmary if they reside in a double room, or, in their own single room. Only resident staff members, utilizing appropriate personal health protection including a mask, should then tend to the student or enter the isolated area. The student should also be masked at all times when another is in the room. The administration should be informed (Cassandra first; others if not available) and the symptoms described. The administration will then determine if #1450 should be called or not and an administrator will carry out this duty. Any and all measures required by health officials will then be implemented.

2. (1g) To the greatest extent possible, no non-resident third-parties are to enter the school's dormitory floors in the main building with the following exceptions:

- a. Non-resident care staff members (no protocol required)
- b. Parents or family members during check-in at arrival (must be masked at all times)
- c. External repair or construction workers (masked) contracted through the front office and protocolled when present (arrival time, departure time, date, name, contact)
- d. Public officials (police, fire, inspectors, etc.) who require access to residencies (with same protocol established and masking).
- e. School administrators (no protocol required)
- f. Health officials with who have announce their arrival or are tending to an emergency
- g. Students and their family members visiting the school (announced, protocolled, masked)
- h. Kitchen staff members (access to changing/break rooms on first floor only)

Further, the following are never allowed on the dormitory floors:

- a. non-resident students
- b. non-resident teaching faculty members (full- and part-time)
- c. guests, friends and/or acquaintances of resident students or staff
- d. visitors considering the school

3. (1i) The school administration and Health Coordinator will make all necessary determinations of possible at-risk residents at the start of the school year following review of health form submissions and/or consultation with a physician.

4. (2c) The resident staff will be responsible for identifying those areas where resident students typically congregate. It may—or may not—be necessary to do something about this because as a 'household' they are not technically under distancing restrictions. However, identifying areas where congregation occurs should be discussed and possible measures put in place to help keep these numbers down, if possible.

5. (3c) Ventilating rooms during the day will be the responsibility of the cleaning staff. On weekends, the resident staff will need to be responsible for this and implement ventilation as possible. The administration doubts that ventilation for five minutes every hour is realistic, regardless of who is responsible. Therefore, a reasonable plan of ventilating the rooms on Saturdays and Sunday should be discussed and put into place as well as adjusted when required. On weekday evenings, all occupied dormitory rooms should be ventilated for at least 5 minutes at the start of evening study hall and at the end of study hall before lights out. Students should be encouraged to frequently ventilate their rooms themselves. Proper ventilation requires that the windows (and doors) are wide open so that the air can move through the room. Kipping the windows in insufficient. Procedures decided upon will need to be communicated with all resident students from the start of the school year and reminders frequent.

6. (4b) I am uncertain as to what 'objects' this requirement refers to, but can imagine that this may mean any and everything that may be purchased by resident students and brought back to the school. Again, as a 'household', the administration does not see this as a problem unless it is a food delivery, which should not be brought upstairs and is only allowed when the traffic light symbol is green. The resident staff will use good sense to determine what such 'objects' might be and are authorized to act upon this if health safety or hygiene is potentially compromised.

C. Interaction with Non-Residents

1. During Academic Hours:

The school administration, along with the teaching faculty members have worked out policies, procedures and guidelines for both general classroom expectations as well as guidelines relevant to non-resident students per se. Therefore, this theme is covered in other areas of our strategy. The teaching faculty and administration are primarily responsible, as well, during the academic hours, Monday through Friday and, therefore, resident staff members need only be aware of these expectations. Please review these and be particularly aware of the following measures in place:

- a. physical separation of resident and non-resident students in the classrooms.
- b. masking at levels yellow and orange except in classrooms and dining areas
- c. seating charts and protocols
- d. attendance
- e. hygiene requirements and procedures
- f. other: tutorials, electives, lab experiences, etc.

2. General Separation Between Resident and Non-Resident Students

To the extent possible, resident and non-resident students will be separated so as to avoid or reduce the chance of possible COVID-19 infection through close contact over longer periods of time.

a. Non-resident presence on campus is generally restricted to between 08:45 and 16:00 during the instructional week. Exceptions are made for both early and late elective or tutorial enrollments or appointments which the office is aware of. Non-residents are not allowed on campus during other hours, including weekends, unless the administration has approved such presence (e.g., a Student Council event, joining a ski trip, etc.). It is not desired that resident students meet with non-resident students off campus during free time although there is little other than warning that we would be able to do about this.

b. Resident students are not allowed to check out to non-resident students' households unless very particular and specific reasons for this have been accepted by the administration and appropriate guardianship signatures have been received. Otherwise, check-outs are to parents or legal guardians only at all health risk levels (traffic light).

c. During all meals, if non-resident students are on campus, they must dine separately from resident students in a different dining room. Non-residents will dine in Dining Room #1; residents in Dining Room #2. It is unlikely that any non-resident students will be present during evening dinner or weekend meal times. If so, however, they should be separated from the residents.

d. During physical education and sports teams practices, the physical education instructors and coaches are authorized to determine what separation between resident and non-resident students is required or necessary with regard to the present health risk traffic light color.

e. Non-resident student lockers will be physically separate—to the extent possible—from the resident students' lockers. These assignments should not change unless approved by the Dean of Students. Resident staff members should also try and ensure that these lockers are being kept clean by the students to which they are assigned.

D. Evening Study Halls

1. In effort to maintain normality, there are no fundamental changes to the expectations during evening study hall in and of itself; only stipulations concerning hygiene requirements due to the pandemic. These include:

a. Ventilation of the dormitory rooms or any rooms occupied during evening study hall.

b. Washing and/or disinfecting hands at the start of evening study hall as well as before lights out.

c. Surface disinfection of door handles and any other frequently touched items on the dormitory floors.

d. Persistent and accurate announcements and communication with all resident students on a regular basis concerning the health risk level (traffic light) as well as any and all hygiene or health measures in place and possible changes in these.

2. Because it was used relatively successfully for online learning this past spring and may be required for such use in the future, the administration has decided that the Google Classroom® platform should be utilized on a daily basis by the teaching faculty to post all assignments, homework, upcoming projects, reading, supplemental reading, etc. This, therefore, will become the new agenda books and the resident students will not be required to have a physical agenda on hand. Those staff members on duty during evening study halls should be aware of what the students have been assigned or is upcoming through reviewing their courses on this platform. It may also be possible that the teachers include the individual resident staff members with access to these classes on the platform.

3. Limitations on student access to personal electronics has been modified whereby laptop computers need not be turned in following evening study hall.

E. Dormitory Rooms

Other than ventilation, cleaning, disinfecting and restrictions to visitors, there are no significant changes that affect the dormitory rooms themselves.

F. Dining and Dining Rooms

Austrian government stipulations:

1. Group sizes at meals should be reduced appropriately by staggering schedules.

2. Accumulation of persons at the buffet is to be avoided. All students and staff members are to respect these measures and act responsibly during dining.

3. If students or staff members cough or sneeze during meals they are to cover their mouth and nose with a tissue or elbow.
4. Students must wash their hands or disinfect them thoroughly before dining.

Additional Measures:

5. Any use of the dining areas for instruction, detention, meetings or other get-togethers must be followed by disinfecting the table-tops and door handles and students told to wash or disinfect their hands.
6. If any non-resident students are present in such a meeting in a dining room, face-to-face seating is to be avoided and distance between resident and non-resident students is to be maintained.
7. Masking may be required by the staff member in charge of any such meeting.
8. As with all interior rooms in which students are present, the room must be ventilated thoroughly for at least 5 minutes every 20 minutes. Therefore, meetings in Dining Room 1 should be preferred over Dining Room 2 unless under 20 minutes in length.
10. Judgement should be used in the case of individual students or small groups using the dining rooms during free time. Minimally, consider ventilation and disinfection measures and communicate these. However, it is not the school's objective to drive students out of such areas if they are comfortable and want to meet there.
11. During lunch on weekdays, the resident students will be allowed to go upstairs to their rooms 15 minutes after the 40-minute lunch period has begun.

Individual Food Deliveries:

Food ordered to be delivered to the school are possible, under the normal guidelines in effect, only during health risk level Green. Even then, contact should be avoided and the *delivery personnel should wait outside of the main building at all times*. At Yellow or above, no personal food deliveries are possible.

G. Use of Classrooms Outside of the Academic Day

If classrooms are to be utilized outside of the academic day, this should first be communicated with the assigned faculty member and all guidelines that are written in the *COVID-19 Guidelines: Classroom Instruction* must be adhered to.

H. Transport

1. Transport by School Vehicle

Guidelines for transporting resident student exclusively with school vehicles have not changed. All passengers in school vehicles must be masked at all times during the transport. Handles, steering wheels, and other frequently-touched objects inside school vehicles should be wiped down with disinfectant following use. Whenever students are transported together for a longer period of time (more than 30 minutes) a protocol of the names of those who were in what transporter for what period of time is required. These protocols must be filed with the Dean of Students and made immediately available to any official who requires them.

2. Transport by Third Parties

When students and staff are transported by a private bus firm or taxi company, precautions and regulations these firms must adhere to must be followed. Please check with the chauffeur before students board to be able to communicate these. Whenever possible, distance between students should be established, especially if non-resident students are present. A seating assignment sheet

is required for longer trips on buses and should be turned into the office after the trip has been completed. All transport on buses or vans owned by third parties must be protocolled if the transport period is over 30 minutes in length. This protocol must include the names of the students transported and, when possible, where they were seated (in the case of a large bus). For longer trips, it is advisable to establish a seating plan beforehand that takes full advantage of the space available (spreading out the individuals for maximum distancing). Information on the number of seats in buses, for example, can be gained by the office staff with short notice. These protocols must be filed with the Dean of Students and made immediately available to any official who requires them.

3. Public Transport

At present, all public transport in Austria requires all passengers to wear a mask over their nose and mouth at all times. This includes buses, trains, and taxis and will likely include ski lifts and gondolas during the winter season. Before boarding public transport, the staff member responsible should ensure that all students have an appropriate mask as well as the required ticket for travel. While on public transport, all students are to behave in a way that does not endanger any other passenger's health or well-being and should never sing, speak loudly or yell while on board. Protocols are not required on public transportation. In the case that the authorities are tracking movement of one of our students, they would require such information from the bus company, train or taxi service. We would only need to confirm that they were not at the school during that period.

I. Weekend Activities

1. The program requirements for weekend activities will be altered significantly for the 2020-2021 school year. Instead of 3, only one activity per weekend will be required of full-time resident students. Further, the number of activities to choose from through the sign-up sheet as well as the destinations and nature of these activities will be optimized to better meet health standards and safe practice. For example, outdoor weekend activities are to be emphasized so that fresh air and plenty of distancing is always possible. Most of these should be active so that the resident students get exercise to a moderate degree which will help strengthen their immune systems. Activities that are indoors and involve larger groups of people, enclosed, close spaces and behaviors that are antagonistic to the goals of the various health precautions will not be scheduled on weekends until the pandemic is over. To the extent possible, the resident staff should try to organize activities that keep our student groups together but separated from others. The resident staff members, along with the Dean of Students will discuss and prudently decide what activities should and can be offered on any given weekend.

2. Because only one activity is required per resident student, these should be of significant length (at least two hours in duration). This revised program of weekend activities does not eliminate the possibility of scheduling any and all other events and activities located on the school campus which are voluntary in participation and can involve any students who are interested (e.g., films, exercise, arts and crafts, Student Council events, decorations, etc.). Remember, that if an activity involves resident students exclusively and is on campus, distancing and masking are not required as these students comprise a 'household'.

3. The resident staff should always check and gain an understanding of the following before any off-campus destination is approved for a weekend activity:

1. The level of health threat at the destination is the same or lower than that in Salzburg.
2. All health and hygiene restrictions in place at the destination are known and communicated to all students and staff before departure

3. Extra masks, hand disinfectant, etc. are taken with the group and a staff member is in charge of distributing these when necessary.

Close attention should be paid to official requirements before ski or snowboarding trips in the winter. The government will undoubtedly put additional measures in effect in this area and the staff should be fully informed of what these are.

4. Note that should the health risk level in Salzburg city reach Orange, the school administration may decide to hold instructional classes on Saturdays. If this comes about, weekend activities and schedules will revert to a regular M,T,F academic schedule with weekday curfews and study halls on Friday evening. This may involve adjustments in staff scheduling as well and will be discussed before implementation.

J. Excursions

1. In an attempt to maintain our offerings as fully as possible, overnight excursions, as planned, will be carried out provided the required framework of health and safety can be implemented. The school administration will be responsible for deciding—even at the last minute—if school-wide excursions will take place or be postponed.

2. The scheduled excursions for the 2020-2021 school year are scheduled as follows:

Fall Excursion, October 21-25:	Primary Excursion: Prague, CZ Secondary Excursion: Athens, Greece
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Winter Excursion, February 25-28:	Skiing/Snowboarding: Lungau, Austria
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Junior Community Service Trip:	Postponed: Date TBA (most likely in spring)
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3. The administration will check on any and all health-related aspects of excursion travel and accommodation and try to eliminate—to the greatest extent possible—any scenarios that would endanger or compromise the health of our students and staff. Health protection measures that are likely to be in place include increased masking, isolation of the group while touring, independent and exclusive transport, as well as measures designed to establish appropriate distancing between resident and non-resident students and staff. The resident staff will assist in the dissemination of all information relevant to establishing safe excursions.

K. Free Time on Campus

1. The resident staff is to be aware and informed about any and all health precautions that need to be in place on campus during free time. This necessarily includes:
 - a. being fully aware of the health risk status (traffic light) and any expectations associated with this level.
 - b. being aware of the presence of any non-resident students after 16:00 on weekdays or during the weekends.
 - c. remaining vigilant to ensure that our resident student and staff 'household' remains isolated to a beneficial extent during non-structured hours.
 - d. persistently and consistently communicating all requirements to all resident students.

2. Because the various and many policies, procedures, protocols and guidelines associated with the COVID-19 pandemic will likely result in a feeling of increased restrictiveness among the resident students, it is important that the resident staff try to balance this effect through the creation implementation of new, fun, exciting and/or unique events and activities that capture the students' attention and interest. In this way, it is hoped that the restrictiveness of the health situation can be mitigated or overcome for certain periods of time. An addendum with a list of ideas brainstormed recently has been attached to this document. This is by no means all-inclusive nor are they a requirement for implementation. They remain possible activities and actions that might be implemented at different times during the school year to help create a better balance if possible.

3. Because it is impossible to list or describe all of the precautions that must be taken during any and all free time on campus, please be prepared to discuss, brainstorm and clearly identify the necessary procedures and precautions that will have to be made in any and all typical situations. In addition to these, there will undoubtedly arise situations that are unique and uncovered by any plans when it will be dependent upon the staff to determine what is safe, what is prudent and what is responsible given the need to protect the health of our students and allow a meaningful school year to proceed.

L. Free Time Off Campus

1. Free time off campus is regulated with reference to the current health risk status as symbolized by the Corona traffic light system.

Green: Daily free-time off campus is limited to 2 hours on weekdays (M-Th)
Weekend daily free time off campus is limited to four hours total (Fr-Su)
During independent free time off campus, students must maintain strict adherence to all health and safety measures in effect including masking, social distance, etc.

Yellow: Daily free-time off campus is limited to 2 hour on weekdays (M-Th) with destinations limited to: *Der Mache*; the *Billa* grocery store at Moosstrasse 21; physicians' offices or the pharmacy (Moosstrasse 15), and other destinations approved by the administration.
Weekend free-time off campus is limited to 4 hours daily (F-So) to the destinations above as well as the Salzburg city center. Indoor shopping establishments such as Europark, Shopping Arena Alpenstrasse or the Forum 1 by the train station are off limits unless organized as an activity supervised by a school staff member.

Orange: No independent free time off campus unless for health purposes (doctor's appointments, therapy appointments, etc.) on weekdays or weekends.

2. Signing Out: Any student wishing to engage in independent free time off campus must adhere to all of the following requirements for proper sign-out:

- a. The student is not restricted to campus for any recent violations or misbehavior.
- b. The student specifically states where they are going off campus and communicates this to the on-duty staff member clearly and in a timely way - turning in their room key.
- c. The student demonstrates that they have the Red Cross *Stopp Corona App* on their telephone and that they will have that phone with them when off campus.

3. School staff members are responsible for informing all students of the present health regulations while off campus; checking and communicating these to the students frequently both in visual and verbal form.

M. Resident Staff Guidelines

1. While present on campus, all resident staff members should exemplify reasonable and responsible behavior with regards to all health precautions and guidelines in effect and never be in direct violation of those requirements which are common to all members of our school community.

2. When off campus, resident staff members are to be aware of the possible health dangers associated with certain types of behavior as well as locations. All care should be used when off campus to ensure that a staff member is not responsible for bringing the virus on campus unwittingly.

3. All resident staff members may voluntarily utilize any masking instruments that they deem necessary above and beyond the school and the governments requirements.

4. All resident staff members are requested to discuss and propose improvements in any aspects of the school's policies, procedures, protocols and guidelines on a regular basis which would lead to better protection of our community during this pandemic.

5. All students as well as staff members at AIS-Salzburg are required to download the *Stopp Corona* app of the Austrian Red Cross.

N. Arrivals

The following is stipulated by the government and health officials for arrivals of residents to boarding facilities:

1. While traveling:

- a. mouth and nose protection must be utilized in all public transport.
- b. compliance with minimum social distancing to the extent possible.

2. Upon entering the school:

- a. hands must immediately be sanitized or washed thoroughly
- b. arriving students are to avoid close contact with groups in enclosed areas
- c. if possible check-in should be organized so that large groupings are avoided
- c. staggered arrival and check-in times are recommended
- d. waiting areas separated from others should be made available
- e. students should be informed beforehand, if possible, of the number and location of their residence.
- f. students should be housed with other students of similar age and program and their residences should be as close as possible to instructional facilities.

3. Further, particular stipulations at AIS-Salzburg Concerning Arrivals:

- a. all resident students arriving at the school with or without parents must be masked until check-in procedure is complete and risk is minimal (when no outside visitors present on campus any more).

- b. body temperature will be taken immediately upon entrance to the school
- c. proof of a negative COVID-19 PCR test taken within an appropriate time-frame deposited with the check-in staff
- d. resident students and/or their parents or guardians must provide the AIS-Salzburg staff with an estimated time of arrival and communicate any changes to this ETA with the staff.
- e. Once student check-in is completed, the school assumes full legal guardianship of the resident student whereby overnight stays with parents, friends, non-resident students' families, etc. are not permitted.
- f. Arrival days will adhere to weekend protocols within the present Corona traffic light color.
- g. Once checked in, all resident students who desire to sign out off campus must have the Stopp Corona app downloaded on their phone and prove this before departure.
- h. A protocol list will be presented to all entering the school on arrival days to be completed with name(s), addresses, contact information, time of arrival/departure, etc.

O. *Physical Education Instruction and Sports*

Please see additional COVID-19 Guidelines: Physical Education and Sports

V. **Details and To Do**

Timeline:

All of the above-mentioned policies, procedures, protocols and guidelines are to go into effect as of the first arrivals on campus. On Orientation Day, September 9, 2020, these policies, procedures, protocols and guidelines will be presented and discussed with all resident students in order to try and ensure a high level of understanding and consensus.

Materials:

- Materials for postings
- Disinfectant - hand and surface
- Handheld (touch-less) body temperature gauges
- Marking materials
- Forms: sign-out, check-out, etc.
- Extra supply of masks, gloves, etc.
- A van
- Improved Internet connectivity

VI. **Conclusion**

Of greatest importance in running a residence at a boarding school during the present crisis is to do what is necessary and proper to maintain as close-to-normal operations as possible, while still ensuring that our community is safe and remains safe. Resident students can easily move from timid support to aggressive resistance to any and all of these measures. Realize that this health pandemic puts pressure on everyone and adolescents are particularly vulnerable with their lack of experience and patience. Therefore, make the extra effort to counterbalance these negative outcomes through close support and discussion, through the

planning and implementation of measures that will help balance out the restrictiveness and through a positive, optimistic attitude.

CORONA POLICIES, PROCEDURES, GUIDELINES AND PROTOCOLS:

Physical Education and Athletics

September 1, 2020

General Information

The required Corona Crisis Team at AIS-Salzburg has discussed this topic and, under the responsibility of the administration, has made the following determinations concerning health and safety measures applicable to all physical education instruction and athletics coaching for the 2020-2021 school year and for as long as the Corona crisis is ongoing.

These policies, procedures, guidelines and protocols are aligned with the Austrian government's requirements for all educational institutions in Austria and have been adjusted for particular aspects of the programming at AIS-Salzburg that are unique and insufficiently considered by these authorities. In all cases of adjustment or compromise of these regulations, the Corona Crisis Team has tried to establish a high or higher level of safety and health than required and maintained the goals and outcomes desired by such measures.

It is the express duty of all instructors at AIS-Salzburg to know and implement all of these policies, procedures, guidelines and protocols at all times while the Corona crisis is ongoing. Questions and concerns should be forwarded to the administration for discussion and clarification.

These measures are liable to change at any time given the situation in Salzburg and Austria. To successfully consider such changes, the Corona Crisis Team will continue to meet and discuss such potential adjustments or changes and communicate these appropriately.

Sources/Resources

Schule im Herbst 2020: Ein Konzept für einen erfolgreichen Start von Schulen und Kinderbildungs- und -betreuungseinrichtungen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/schuleimherbst.html>

Die Corona-ampel an Schulen und elementarpädagogischen Einrichtungen; Vorgangsweise in bestimmten Anwendungsbereichen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/coronaampel.html>

Die Corona Ampel auf einen Blick; 17.08.2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/coronaampel.html>

COVID-19-Hygiene- und Präventionshandbuch; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung; https://www.bmbwf.gv.at/Ministerium/Informationspflicht/corona/corona_schutz.html

Hygiene Manual for Boarding Schools . Co, Vid-19; June, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung; <https://www.ais-salzburg.at/wp-content/uploads/2020/07/BoardingSchoolCoVid19Requirements.pdf>

COVID-19: Information Service für den Bereich Sport; Bundesministerium für Kunst, Kultur, Öffentlicher Dienst und Sport; <https://www.bmkoes.gv.at/Themen/Corona/H%C3%A4ufig-gestellte-Fragen-Sport-Veranstaltungen.html>

Responsibility

The school administration, the Corona Crisis Team, all those who are responsible for the health, well-being, supervision and guidance of students who enrolled in physical education and/or athletic teams.

I. Situation

Please review the information published by the government's health officials entitled, *COVID-19: Informations-Service für den Bereich Sport* (link above) to get an idea of what the authorities are requiring. This is a basis for our considerations and the development of our own policies. There are, however, some differences between the authorities' understanding of a boarding school structure and the situation at AIS-Salzburg.

Understand, generally, that the situation with this pandemic can change at any time and that the government and the school administration will alter, adjust, suspend or increase the policies, procedures, protocols and guidelines in place accordingly.

II. Primary Considerations

1. The boarding students and resident staff members represent a generally well-protected and semi-isolated group of individuals whose risk of infection is low due to the lack of significant time away from campus and possible exposure to those infected as well as through the policies and procedures, etc., to be implemented this fall.
2. All resident students and staff are considered a 'household' with reference to COVID-19 requirements by the government and health officials. This means, effectively, that all residents registered at the school address are a household. Distancing requirements, masking and other regulations in effect outside of any Austrian household do not apply internally among the resident students and staff at AIS-Salzburg. Even when away from the school in a group of purely resident students, these requirements do not apply. However, whenever our resident students are mixed with non-residents, distancing and masking become an imperative issue depending upon the level of health threat as signaled by the Corona Traffic Light system of the government.

With respect to physical education and athletics, appropriate attention must be paid to three things:

- a. hygiene measures applicable to physical education and athletics involvement
 - b. parameters of interaction between those who are resident and those school community members who are non-resident.
 - c. parameters to consider in organizing competitions or other sports events.
3. Despite the situation, it is important that the school administration and all those involved in physical education and athletics attempt to provide as near-normal experience as possible for our students and ensure that the necessary amount of movement, exercise and engagement is undertaken to earn credits toward promotion and our diploma. This will require some creative thought and planning as well as the implementation of unique events that can balance the potential lack of interscholastic competitions.

III. Other Considerations

Physical education is required of all students who are enrolled at AIS-Salzburg each year of enrollment. Therefore, policies, procedures, protocols and guidelines relevant to physical education are applicable to the entire student population of AIS-Salzburg. Secondly, athletics competition, although voluntary, usually involves up to 40% of the student body annually and, therefore, needs to be appropriately structured within clearly-defined parameters. Thirdly, all of our formal physical education courses as well as athletic team practices take place off campus at the Universitäts- und Landes Sportzentrum Rif in Hallein. This makes it particularly important to consider any and all hygiene and general health protection measures applicable to transport to and from as well as the use of facilities that are not our own. Finally, the continuing pandemic will undoubtedly have a negative affect on the willingness of international schools within the Danube Valley Athletics Conference to host or sponsor tournaments and other competitions.

IV. Measures to be Implemented

A. Government Guidelines for Sports:

1. Personal Hygiene Stipulations:

Generally, the same requirements concerning personal hygiene in effect in all schools applies equally to any sports program or physical education as well. These include:

1. Regular hand-washing and disinfection (required stores of soap, disinfection materials and hand towels)
2. Distancing where possible and necessary through floor markings, relocation of activities outdoors, avoidance of close, intensive interaction between boarding and day students
3. Appropriate sneezing, coughing and breathing hygiene practices must be communicated and posted clearly
4. Regular ventilation of all indoor rooms, especially classrooms, especially while in use. It
5. It is recommended that indoor facilities be ventilated sufficiently every 20 minutes. This significantly reduces the possibility of virally-contaminated aerosol presence.

2. Further, the Corona Traffic Light system includes specific requirements for physical education and sports which vary depending upon the health risk level:

Green: Physical education and athletic team practices may proceed as planned within the policies, procedures, protocols and guidelines established internally at the school and based upon the government and health officials' established measures. Proper hygienic practices must be adhered to at all times. The school should evaluate which forms of physical education are least likely to cause the spreading of potentially infectious breath aerosol, when masks may be required, etc. The government strongly requests that all physical education and athletic practices and events be held out of doors. Sports such as volleyball, tennis and golf may be considered for competitions with others outside the school.

Yellow: Physical education classes and athletics practices should be held outdoors. If indoors, it must be guaranteed that proper ventilation is possible, personal hygiene standards are high, and close contact is to be avoided. Competitions, regardless of type of sport, should not be scheduled, postponed or cancelled.

Orange: No physical education or sports in schools.

Red: All is digital; return to previous measures put in place this past spring

3. Adjustments to or Commentary on Government Guidelines:

1. With all levels of the health risk traffic light in which physical education or athletics takes place, our primary concern is the mixture of resident and non-resident students and staff. The Austrian authorities assume that all are day students. Considerations of way in which resident students and staff are protected in their health during PE or sports is the highest priority.
2. Generally, all physical education and sports should move outdoors whenever possible. This will require extra organization in terms of appropriate student attire. In considering the establishment and order of activities for the general PE classes, outdoor activities must be prioritized, regardless of whether the health risk level is Green or Yellow.
3. We will not be holding physical education or athletic practices at Rif if we are at Orange and the education will be online if the health risk is at Red or a positive test within the community is registered.

B. *Transport to Rif Sports Center*

1. All resident students and staff are to be transported to and from the Rif Sports Center by school-organized transport without exception.
2. All non-resident students may either (a) be transported to and from the Rif Sports Center by school-organized transport, or (b) may be taken to Rif by other means and return with school-organized transport. In the case of a non-resident student being able to drive themselves to and from Rif, the school office will be informed of this and they are not allowed—under any circumstances—to transport resident students or staff. They should also not transport other non-resident students although this may be beyond our ability to regulate.
3. It is recommended that transport lists or rosters be utilized for regular, school-organized transport to Rif or other, irregularly-scheduled sports events or competitions at other venues. In the case of the authorities needing information about who was where and when, we would need to be able to give them a written list of who was on the bus going to Rif or other event, who was transported independently of the school, and who was transported back to the school, by what means and when. These protocols should be kept just as attendance data is collected and turned into the front office as soon as the transport or event has been concluded. It is not necessary to protocol transport in school vehicles, but any school employee who is driving must be able to name the students traveling with him or her.
4. All students and staff being transported to the Rif Sports Center or other venue for physical education or a sports event must be masked throughout the period of transport.
5. Those responsible for instruction and supervision of physical education or athletic teams should have a ready supply of masks and disinfectant with them at all venues outside of the school campus in order to ensure that all community members are equally protected during transport.
6. All students and staff members should disinfect or wash their hands thoroughly following transport to Rif or other sports venues.

C. *Physical Education & Athletic Activities: Protective Measures (Green and Yellow)*

1. All those responsible for physical education and athletic team practices must have an accurate roster of all students enrolled and changes to these made as quickly as possible. Every instructor or coach must be accurately aware of who they are responsible for during what times. Any variations or inconsistencies in these rosters are to be marked in the attendance program immediately.
2. Students absent from physical education classes must be reported as soon as possible and before return to the school campus. A telephone call or message should be sent to the front office so that the parents can be called immediately and further information on policy communicated.
3. All instructors and coaches are to be made aware of and familiar with the specific sports facilities where they are to carry out their duties. If this changes week to week, it is necessary to provide a monthly or trimesterly schedule which includes the specific venue where each course will be held. Those instructing or coaching must plan for accommodating student health requirements in that particular venue. This would normally include (a) identifying the amount of space available and comparing this to the roster of students, (b) identifying ways in which the venue can be ventilated (if indoor), and (c) identifying where students may wash and/or disinfect their hands before and after the class or practice/event.
4. Once physical education activities or athletic team practices have begun, movement of students or staff from one venue to the next should be avoided. Particularly, any third parties who are not members of the school community should be prohibited from entering an enclosed venue. Discussion with the staff and personnel at the Rif Sports Center or other venues will be necessary beforehand.
5. The activities organized should take into account and respond prudently to the following:
 - a. Are the students enrolled/participating mixed between resident and non-resident?
 - b. How much, if any, close, bodily contact is expected? Can this be minimized?
 - c. What materials are required? Can/should they be disinfected before and after use?
 - d. Can this lesson or event be held outdoors?
 - e. Do I need to take extra precautions or establish different expectations for the non-residents during the class period?
 - f. Is masking necessary or feasible?
 - g. If indoors, how can I effectively ventilate the space in accordance with regulations?
 - h. Do I have all materials required for disinfecting hands, materials, etc.?
6. Masking, when determined appropriate given the activity, can be required at any time, especially if the students are involved in activities such as weight training in a relatively small, enclosed room. Distancing between resident and non-resident students should be put into effect whenever a minimum of one meter distance cannot be maintained.
7. Although it is less desirable, it may become necessary at times, to separate non-resident students from resident students for certain activities, drills, etc. whereby distancing and/or bodily contact is possible. One should implement such separation without making the non-residents feel too left out or 'different' in terms of expectations. Explanation by the staff member of the situation and why such measures are necessary should accompany such actions.
8. Absences:

a. Non-resident students who are absent from physical education courses are to be reported immediately. If declared sick by the parents, they must see a doctor before return to classes at the school. In such a case, the absence is excused and need not be made up. If a non-resident student is absent for reasons other than illness, this will be declared unexcused and the grade of 0/0 health points should be recorded. No make-up of PE is required.

b. Resident students who are deemed too ill to participate in physical education instruction are to be marked absent. Given the health situation this year, most resident students with symptoms will be sent to see a physician and their orders followed afterwards as to when they may participate in instruction again. In such cases, the absence is excused and no make-up work is required.

Please be aware that the school's attendance policy specifically states that 80% attendance in all credit-bearing courses is a minimum for the awarding of credit toward promotion and the diploma. Therefore, missing two or more physical education Wednesday can approach this limit. It is hoped that the students and non-resident students' parents bear this in mind and avoid excusing their children from physical education classes for frivolous reasons. Further, it is hoped that the lower grade received and published on transcripts will have the effect of reducing absences for unimportant reasons.

9. At health risk level Yellow, activities that involve close bodily contact are to be avoided. Such activities as basketball, soccer, ball hockey, rugby, American football, netball, etc. are to be considered as requiring close contact and avoided in planning.

10. Instructors and coaches are to always maintain a 1.5 meter distance from students during all physical education and athletic team practices and events.

11. The end time of various physical education courses will be staggered so the students will have the opportunity to wash or disinfect their hands and catch their breath before boarding transport to return to the school. The staff involved should also attempt to speak with the bus driver to ensure maximum ventilation is possible during the trip.

12. Instructors and coaches are encouraged to speak with the Athletic Director concerning any and all plans, procedures, protocols and guidelines so that clarity is gained. In a situation whereby one is doubtful that health protection standards are being met, please exercise prudence and take appropriate action.

D. Athletic Team Practices and Competitions

1. The same general guidelines and policies in place during physical education classes are to be employed during athletic team practices and events without compromise.

2. It is unlikely that other international schools within the DVAC program will host athletic team competitions in the near future. Planning, therefore, should include the postponement or cancellation of competitive schedules during the Fall Trimester minimally. It may be the case that tennis and volleyball competitions may be held, but only under very strict guidelines.

3. Travel for competitive events must be organized and carried out with all travel policies and procedures in place as listed above. Protocols must be maintained and submitted afterwards.

4. At health risk level Green, it may be possible to organize volleyball and tennis competitions with those outside of the school community. Football may only proceed at an intramural level and, even then, with proper consideration of adjustments for non-resident student participation.

5. At health risk level Yellow, Orange or Red, no competitive events are to be scheduled with participants from outside our school community.

X. Other

1. The following areas at the Rif Sports Center are off-limits to all of our students at all times:

- a. the restaurant/cafe and dining area
- b. changing rooms at the Sports Center unless non-resident students need to shower before transport.

2. In order to try and isolate our groups from outsiders, the staff should post signs at the door of any indoor area utilized at the Rif Sports Center which clearly indicate that entrance is not allowed (in English and German). A supply of such signage should be taken with the staff each Wednesday and to all athletic team practices or events.

V. Details and To Do

Timeline:

All of the above-mentioned policies, procedures, protocols and guidelines are to go into effect as of the first day of scheduled physical education courses (Sept. 16). These policies, procedures, protocols and guidelines will need to be presented and discussed with all resident and non-resident students before classes for physical education commence.

Materials:

Masks, hand disinfectant, hand lotion
Appropriate materials (sanitized) for the activities planned
PE uniforms
Appropriate cold-weather clothing
Signage

VI. Conclusion

Of greatest importance in running a physical education and sports program at this boarding school during the present crisis is to do what is necessary and proper to maintain as close-to-normal operations as possible, while still ensuring that our community is safe and remains safe. Resident students can easily move from timid support to aggressive resistance to any and all of these measures. Realize that this health pandemic puts pressure on everyone and adolescents are particularly vulnerable with their lack of experience and patience. Therefore, make the extra effort to counterbalance these negative outcomes through close support and discussion, through the planning and implementation of measures that will help balance out the restrictiveness and through a positive, optimistic attitude.

CORONA POLICIES, PROCEDURES, GUIDELINES AND PROTOCOLS:

Cleaning and Disinfection Plan

September 3, 2020

General Information

The required Corona Crisis Team at AIS-Salzburg has discussed this topic and, under the responsibility of the administration, has made the following determinations concerning health and safety measures applicable to all cleaning and disinfection procedures 2020-2021 school year and for as long as the Corona crisis is ongoing.

These policies, procedures, guidelines and protocols are aligned with the Austrian government's requirements for all educational institutions in Austria and have been adjusted for particular aspects of the programming at AIS-Salzburg that are unique and insufficiently considered by these authorities. In all cases of adjustment or compromise of these regulations, the Corona Crisis Team has tried to establish a high or higher level of safety and health than required and maintained the goals and outcomes desired by such measures.

It is the express duty of all those responsible for cleaning and disinfection at AIS-Salzburg to know and implement all of these policies, procedures, guidelines and protocols at all times while the Corona crisis is ongoing. Questions and concerns should be forwarded to the administration for discussion and clarification.

These measures are liable to change at any time given the situation in Salzburg and Austria. To successfully consider such changes, the Corona Crisis Team will continue to meet and discuss such potential adjustments or changes and communicate these appropriately.

Sources/Resources

Schule im Herbst 2020: Ein Konzept for einen erfolgreichen Start von Schulen und Kinderbildungs-und-betreuungseinrichtungen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/schuleimherbst.html>

Die Corona-ampel an Schulen und elementarpädagogischen Einrichtungen; Vorgangsweise in bestimmten Anwendungsbereichen; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/coronaampel.html>

Die Corona Ampel auf einen Blick; 17.08.2020; Bundesministerium für Bildung, Wissenschaft und Forschung. <https://www.bmbwf.gv.at/Themen/schule/beratung/corona/coronaampel.html>

COVID-19-Hygiene- und Präventionshandbuch; 17. August, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung; https://www.bmbwf.gv.at/Ministerium/Informationspflicht/corona/corona_schutz.html

Hygiene Manual for Boarding Schools . Co, Vid-19; June, 2020; Bundesministerium für Bildung, Wissenschaft und Forschung; <https://www.ais-salzburg.at/wp-content/uploads/2020/07/BoardingSchoolCoVid19Requirements.pdf>

Responsibility

The school administration, the Corona Crisis Team, all those who are responsible for the maintaining the required and recommended hygiene standards at AIS-Salzburg.

I. Situation

Please review the information published by the government's health officials entitled, *COVID-19-Hygiene- und Präventionshandbuch* (link above) to get a general idea of what the authorities are requiring. This is a basis for our considerations and the development of our own policies. Understand, generally, that the situation with this pandemic can change at any time and that the government and the school administration will alter, adjust, suspend or increase the policies, procedures, protocols and guidelines in place accordingly.

II. Primary Considerations

1. Fundamental to the success of the various measures intended to deal with the COVID-19 crisis is house staff and kitchen personnel at AIS-Salzburg. The basic level of acceptable hygiene, cleanliness and appropriate disinfection lies directly with the duties of these personnel. It cannot be expected or assumed that others share this basic responsibility in the same sense.
2. All resident students and staff are considered a 'household' with reference to COVID-19 requirements by the government and health officials. This means, effectively, that all residents registered at the school address are a household. Distancing requirements, masking and other regulations in effect outside of any Austrian household do not apply internally among the resident students and staff at AIS-Salzburg. Even when away from the school in a group of purely resident students, these requirements do not apply. However, whenever our resident students are mixed with non-residents, distancing and masking become an imperative issue depending upon the level of health threat as signaled by the Corona Traffic Light system of the government.
3. Despite the situation forced upon us by the COVID-19 crisis, it is important that the school administration and all those involved in providing a safe and clean environment attempt to create and maintain as near-normal an experience as possible for our students.

III. Other Considerations

The duties of cleaning, disinfecting and the maintenance of general hygiene standards at AIS-Salzburg is split between:

- a. the house cleaning staff (2 full-time employees)
- b. the house maintenance staff (1 full-time employee)
- c. the kitchen staff (4 persons; outsourced to catering firm)
- d. additionally-contracting cleaning staff (1 part-time person; outsourced)

Additionally, these four groups of people have duties that vary and cover specific areas of the school's operation. General cooperation and communication between these groups is essential so that the most efficient organization of these duties can be carried out.

IV. Measures to be Implemented

A. Government Guidelines for Hygiene, Cleaning and Disinfection:

1. General Hygiene Guidelines

1. Regular hand-washing and disinfection (required stores of soap, disinfection materials and hand towels)
2. Distancing where possible and necessary through floor markings, relocation of activities outdoors, avoidance of close, intensive interaction between resident and non-resident students
3. Appropriate sneezing, coughing and breathing hygiene practices must be communicated and posted clearly
4. Regular ventilation of all indoor rooms, especially classrooms, especially while in use. It
5. is recommended that rooms be ventilated sufficiently every 20 minutes. This significantly reduces the possibility of virally-contaminated aerosol presence.

2. Guidelines for Kitchen Personnel

The kitchen and kitchen personnel are beholden to specific guidelines published by the government which apply directly to the storage, preparation and distribution of food in any and all food-preparation and consumption facilities (schools, restaurants, cafes, etc.) in https://www.sozialministerium.at/dam/jcr:1cc3f5c5-6a92-4927-af5c-bb908d3d7b77/LL_Einzelhandelsunternehmen.pdf.

The kitchen staff is employed directly by a third-party catering firm that is responsible for their actions in adherence to these requirements and guidelines. Therefore, the school administration and staff need only report aspects of food service at the school that may need further discussion, adjustment in procedures, or overlap with areas of our educational or health provisions that require cooperative efforts (e.g., food deliveries and third-party persons on campus).

This document, therefore, does not include specific policies, procedures, protocols or guidelines that are relevant to the daily operation of the school's food service team. However, in other documents issued by the same ministry, the following applies to the school's food distribution system (buffet):

- a. Work clothing of the kitchen personnel is to be laundered daily at 60 degrees (min.).
- b. And disinfection fluid is to be used frequently.
- c. Surfaces are to be cleaned and disinfected regularly with cleaning material specifically designed for this.
- d. The personnel are to ensure that at least one meter distance is maintained between persons being served in a buffet line and that floor marking to this effect is present and easily visible to all.
- e. Specific maximum capacities of persons in dining rooms is to be maintained at all times.
- f. The following additional requirements relate to the Traffic Light system of health risk:
 - Green: All general hygiene requirements are in effect with special attention paid to ventilation of the buffet/food preparation and service areas. All those who are to

utilize the buffet are to be informed of all hygiene regulations and procedures through direct communication as well as visual postings (signage).

Yellow: Aside from the above, all servers and buffet visitors must wear masks.

Orange: Buffet service is not recommended. Pre-prepared, individual meals are preferred. The number of persons at tables in dining rooms is to be reduced and greater distancing put into effect.

Red: School buffets are not allowed.

*B. Government Hygiene Requirements for All Cleaning and Kitchen Personnel:
School Instructional and Dining Facilities*

a. COVID-19 Testing:

The kitchen and cleaning personnel must regularly inform themselves concerning testing requirements for all those working in gastronomy. The school administration will decide if PCR testing is required of all kitchen and cleaning personnel engaged at the school.

Link: <https://www.sichere-gastfreundschaft.at/testangebot/>

b. Corona Traffic Light System Requirements:

Green:

- Maintenance of all required personal hygiene requirements published and explained in various government documents (see list).
- If the duties of the cleaning and kitchen staff cannot be carried out without violating the minimum (1m) distancing required, adjustments in duties or revised schedules are to be created.
- Between the utilization of materials and equipment that is shared by other members of the cleaning and kitchen staff, hands are to be washed thoroughly or disinfected.
- Disinfection fluid is to be made available and located conveniently for all personal responsible for cleaning and food preparation.
- The kitchen must enclose all silverware in individual packets for distribution.
- Tables and chairs in dining areas must be cleaned between each group's utilization.
- Water or other beverages in carafes are allowed but must be exchanged with each dining group's utilization (each scheduled meal).
- Daily surface disinfection of all restroom surfaces, door handles and other frequently-touched public objects.
- All instructional classrooms are to be ventilated thoroughly after instruction has ended and while normal cleaning is carried out.

Yellow:

- All of the above, plus:
- Masks are to be worn on the ground floor of the main building and in the two outer classroom buildings on campus as well as in the kitchen buffet.
- The surfaces and grips of equipment utilized by any and all cleaning or kitchen personnel are to be disinfected after use with specific surface-disinfection material.

Orange:

- Materials and equipment for cleaning may not be used by more than one person unless disposable gloves are in constant use.
- Disposable gloves are to put on in such a way that contamination from the hand to be covered is avoided. Immediate use of liquid soap or disinfectant is to be utilized to clean the gloves once put on.

Red:

- All additional requirements imposed by the health authorities are to be immediately implemented and protocolled/documented.

*C. Government Hygiene Requirements for All Cleaning and Kitchen Personnel:
School Residence Facilities*

a. The responsible government ministries have allowed boarding schools to accommodate students and staff. It is to be noted that all those resident in the school's residences are legally considered a household and, therefore, masking and distancing requirements are not in place within this group. However, at any time residents and non-residents are mixed, distancing and masking requirements must be in effect. The kitchen staff are non-residents responsible for the food preparation and distribution of meals for resident as well as non-resident students and staff. The cleaning personnel are responsible for the appropriate cleaning and upkeep of facilities utilized by both residents and non-residents. Therefore, both groups—in carrying out their contracted duties—create a situation in which both residents and non-residents are in common areas. Therefore, all necessary precautions proscribed are to be heeded at all times.

b. The following government and health officials' requirements are in place at AIS-Salzburg:

- In the school's residences, non-residents are to be restricted from entrance. Only school personnel responsible for cleaning and upkeep, non-resident resident staff and administrative personnel and those with clearance from the front office to enter the residencies are allowed. All third parties present in the school's residences are to be masked at all times regardless of the Corona Traffic Light health threat level. Any suspicion of persons in the residences who are not cleared for such presence should be reported immediately to the school administration and protocolled.
- Duty times of all cleaning and custodial staff is to be documented and maintained by the administration. This document must include the names and contacts of all cleaning and custodial personnel and when they are on duty and present in the residences. Personnel changes should be avoided if possible.
- Masks are to be worn at health risk level Yellow or above whenever cleaning or custodial staff members are in the residences AND resident students or staff are also present.

D. Further or Adjusted Stipulations beyond Government Measures

1. Ventilation of Residences

The cleaning and custodial staff is to regularly and thoroughly ventilate all residences including any and all dormitory rooms, common rooms, lounges, etc. in use. Ventilation requires that all windows are opened fully and the room door is also open. A minimum of 5 minutes ventilation is required per hour according to the authorities. However, the cleaning and custodial staff of AIS-Salzburg are to properly ventilate all residences in accordance with the following weekday schedule

(M, T, Th, F):

09:00 When all resident students have moved to classrooms for instruction

11:10 Following the morning break

13:45 Following lunch

(W):

07:45 Following departure of residents to physical education

10:30 Following commencement of instruction in classrooms

14:20 Following afternoon break

Notes:

- On M, T, Th, and F, resident staff may be present in their rooms. They should ventilate their residences themselves.
- On W, All resident staff members are at physical education and their rooms should be ventilated at 07:45.
- The cleaning and custodial staff must be made aware of any student who is ill and in their room or infirmary in order to ventilate their rooms with proper masking protection.
- On weekends, the resident staff is responsible for ventilating all residences appropriately.

2. Surface Cleaning and Disinfecting in Residences

In accordance with the cleaning schedule and with reference to the current Traffic Light system level of health risk, the following surfaces must be cleaned and disinfected at the following intervals:

All resident room door handles:	Daily
All common door handles in public areas:	Daily
Disinfectant dispensers:	Daily
Resident room desk surfaces:	When room is cleaned
Resident room chair surfaces:	When room is cleaned
Bed handles, ladder, other surfaces:	When room is cleaned
Bathroom surfaces including floor and walls:	When room is cleaned
Window and closet/drawer handles:	When room is cleaned
Floors:	When room is cleaned
Floors in public areas:	3x weekly
Public waste containers (indoor and outdoor)	Weekly

3. Laundry

All cleaning staff members handling in-school laundering duties must be properly gloved with disposable gloves, appropriately disinfected regardless of Traffic Light level of health threat.

4. Other Cleaning Points: Residences

- All bathrooms must be regularly-checked for liquid soap and proper functioning of faucets, toilets and showers/shower heads.
- It is advisable that rooms are fully ventilated while room cleaning is taking place.
- All storage of cleaning materials and equipment must be off-limits to all non-cleaning or custodial personnel at the school.
- Timely reporting of low supplies, masks, gloves, disinfectant, etc., must be communicated with the front office for replenishment.
- Transport of any materials by the custodial staff may take place without masking if alone. If the custodial staff transports any non-resident staff member or student, masks must be worn at all times.

5. Surface Cleaning and Disinfecting in Classrooms and Instructional Facilities

In accordance with the cleaning schedule and with reference to the current Traffic Light system level of health risk, the following surfaces in the classrooms and instructional areas must be cleaned and disinfected at the following intervals:

All desk and table surfaces	Daily after classes
All chair surfaces	Daily after classes
Door handles and window handles	Daily after classes
Light switches, closed handles, radiator valves, etc.	Daily after classes
Floor cleaning (sweeping or vacuuming)	Daily after classes

White board and chalkboard surfaces
Floor cleaning (wet wash and disinfection)

Daily after classes
Weekly

E. Third-Party Cleaning Personnel

1. To the extent possible, the same person should be assigned cleaning duties at the school and any changes should be communicated well beforehand if possible.
2. Third-party cleaning personnel must be masked at all times on campus during the carrying out of their duties.
3. If third-party cleaning personnel use equipment that is shared by the school personnel, these should be used with gloves and disinfected afterwards

F. Protocols

The following protocols must be recorded and maintained in the front office or deposited with the kitchen chef and include accurate contact information for personnel listed:

1. Duty schedules and presence of all cleaning and custodial personnel
2. Duty schedules and presence of all kitchen personnel
3. Schedules of any regular deliveries, company or individual involved, with contacts: Record of delivery times with name, contact and length of time on campus (for both kitchen and general school deliveries. Regular deliveries need not be protocolled if the person(s) delivering materials remains outside the front doors or kitchen doors in the back.
4. Record of all visitors to the school, their names, contact and date/time of visit (masked at all times)
5. Record of irregular deliveries, construction, repair, or other necessary works that bring third-parties on campus in any area with name, date/time and contact provided.
6. Any other irregular visits other than by public officials should also be protocolled and a record kept.

V. Details and To Do

Timeline:

All of the above-mentioned policies, procedures, protocols and guidelines are to go into effect as of the start of the school year. These policies, procedures, protocols and guidelines will need to be presented and discussed with all kitchen, cleaning and custodial staff members.

Materials:

Protocol lists appropriately set up to provide space for clear notation of all details required.
Masks, gloves, disinfectant, liquid soap
Cleaning supplies
All other cleaning and custodial materials required

VI. Conclusion

Of greatest importance in a full-boarding school such as ours to ensure that not only the government and health officials' requirements are being met without fail in terms of public and personal hygiene, It is also critical to adjust and expand these requirements to meet the specific needs of the school in this area given unique aspects of our programming.