



Corona Virus Strategy at AIS-Salzburg

2021-2022 School Year

Updated: August 31, 2021

As we enter the third school year affected or potentially affected by the Corona pandemic, the school's strategy must reflect the latest information relevant to schools such as ours available from the Austrian government and national health officials and organizations. AIS-Salzburg operates within the parameters established by Austrian law as a private educational institution and, therefore, must establish policies addressing the pandemic with these parameters and requirements in mind. AIS-Salzburg, however, is not an Austrian public school under the Austrian *Schulgesetz* and differs not only in the curricular program offered—much of our school programming and organizational structure is quite different as well. The administration, therefore, must strike a balance between meeting external national and provincial legal requirements while adapting these to our particular and unique context.

This strategy represents and attempt to provide a framework for effective action in defense of our community from the threat to health and wellbeing that the Corona virus represents as well as an adequately flexible guide that should provide some clarity in answering many '*what if...?*' questions. This flexibility is necessary given the lack of predictability associated with such a health crisis.

The AIS-Salzburg Corona Strategy represented below, begins with the overriding, broad goals and objectives that should guide all of our thinking and action during the coming school year. Following this, the present, government measures for schools throughout Austria will be presented in translated form followed by any adjustments or adaptations that need to be considered and implemented given our particular context. Finally, this strategy paper will consider many of the conditional scenarios that may well be experienced this year, providing some guidance in addressing them as effectively as possible and with detailed procedures that are thought to be most expedient at this time. These will include measures to be implemented at the start of the school year as well as measures that may need to be implemented at a later date should the situation change for the worse.

This strategy may well undergo changes and further alteration dependent upon how the situation develops in the coming months and how the government and health authorities respond to these changes. Therefore, this strategy cannot provide more than a framework that will need further detail added as we proceed through the school year. The administration and the Corona Crisis Team at AIS-Salzburg will stay attuned to any and all announcements, directives or requirements communicated by officials, keeping a steady and objective eye on the way in which our community is affected by these, drawing reasonable conclusions about how best to implement them in order to meet our educational objectives and mission to the greatest extent while protecting and safeguarding all individuals at our school in their physical health.

I. Goals and Objectives

As an international secondary boarding school with over 80% of our students residing on campus, AIS-Salzburg has to identify clear goals and objectives that are to be kept in mind by all staff members at the school, given the serious consequences to health represented by this viral pandemic. These goals and objectives need to be understood by all and supported throughout the school year with a very high level of agreement. Only by maintaining a clear and rational eye on these targets, can we effectively apply the best measures and the right actions to any and all possible situations we may encounter.

1. The AIS-Salzburg staff will endeavor to keep all members of our community safe and protected from the health threat represented by the Corona pandemic. Particularly, our full-and five-day boarders—dependent upon us directly as guarantors of their health and wellbeing—will be assured of our prudent, rational, responsible and professional care; 24-hours a day, seven days a week, for as long as this threat persists. Any and all measures enacted will be done so only after adequate consideration, communication and the establishment of effective procedures.
2. The AIS-Salzburg administration and staff will keep abreast of all government requirements and official epidemiological recommendations and responsibly adopt and adapt these within our unique boarding-school context and environment.
3. We will attempt, to the extent possible and allowed by legislation, to maintain all planned programming in order to provide our students with a well-rounded, comprehensive educational experience which includes intellectual, social and personal development concordant with our stated mission and beliefs.
4. We will provide adequate and timely communication with all members of the community on a consistent basis, realizing that our community stretches around the world and that many parents and guardians may not be very well-informed as to the particular health-threat situation here in Salzburg, Austria. This communication is to include the means to express concerns and commentary from all members of our community. In the case of direct health threat, the school administration will act swiftly and effectively to limit the possible further negative affects.
5. The AIS-Salzburg administration and staff will continue to see our role in this pandemic as requiring a very high and consistent level of leadership within the community and exemplary behavior and habits with regard to recommended or legislated health protection requirements and recommendations.
6. We will rely upon the experiences of the past 18 months and use these to assess conditions and make predictions about what measures may be necessary for the future. Particularly, our understanding of and experience with adolescents in an international boarding-school setting will continue to inform our considerations as to how we can best establish conditions that will protect our community's health.

II. Present Requirements and Government Measures

At the present time, the government has established three fundamental measures intended to start the year safely in all Austrian schools and provide for a procedure that will help determine further action given particular health-risk scenarios. The three measures adopted are the following:

- 1) A **security phase** at the start of the school year (three weeks minimum) whereby:
 - a. All students will be tested three times per week; twice with antigen self-tests, once with a PCR ‘gurgle’ test. On Mondays, the PCR and antigen testing will take place; a second antigen test will occur on Thursdays. Test results will be recorded. On Tuesdays, students will receive the results of their PCR test. Results of antigen tests will be recorded immediately.
 - b. All staff members will also test three times per week.
 - c. A mask must be worn outside of the classrooms by all day students and staff members.
- 2) A four-pillar **security concept** will be in effect, whereby:
 1. Data analysis of sewage water will support an early-warning system to identify regions and areas with a higher infection risk and will be utilized by officials to determine further preventative measures in schools.
 2. Antigen and PCR tests will be delivered to all schools by the state. The PCR tests will be administered each Monday morning and collected by officials and taken to a local lab for analysis. Schools will then be informed of PCR testing results the following day. Antigen tests will be administered twice weekly, on Mondays and Thursdays. Results are immediately visible to the test-takers.
 3. Students as of age 12 will have the possibility to become vaccinated and will be released from instruction to get immunized if desired. Parental consent is required. The government may bring ‘vaccination buses’ directly to the various schools in the larger cities of Austria to accommodate ease of getting the vaccine and/or will advertise opportunities for young people to get the vaccination without previous registration or appointment.
 4. Regular ventilation of classrooms and other indoor facilities in schools will be ongoing. In rooms where effective ventilation is not possible, air filtering devices should be utilized. The government will assist in the procurement of these devices.

3) A three level **health-risk scale** will be utilized to determine if further measures are required in specific schools, towns, areas or regions across Austria. This scale will be based upon the local 7-day incidence rate as well as other factors such as cluster analysis, hospitalization rates, contact-tracing success, and vaccination rates within the local population. It is our understanding that this three-level program and its requirements are to go into effect after the first three-week security phase has been completed. The health-risk scale is as follows:

Health-Risk Level 1 *low risk* - 7-day incidence rate under 100 (7-day incidence rate)

- All students can be tested with antigen tests regularly or at discretion.
- All school staff members must either present proof of vaccination or proof of negative infection through antigen testing (2x weekly) and a PCR test (1x weekly) to the administration whenever asked for.
- Teacher-parent conferencing allowed (with 3G rules applied and proper masking).
- Conferences and meetings with non-school personnel are allowed.
- School activities, trips, outings, including overnight activities or trips may take place.
- Instructional programs that include external personnel or cooperation with other schools/institutions are allowed (with 3G rules applied and proper masking).
- School classrooms may be used for alternative purposes.
- Dormitory personnel are to ensure that resident students represent a minimal epidemiological threat to each other.

Health-Risk Level 2 *medium risk* - 7-day incidence rate between 100 and 200

- Students should be vaccinated. If not, they are to be tested 3x per week (1x PCR, 2x antigen). Test results confirmed by schools qualify for 3G regulations.
- All school staff members must either present proof of vaccination or proof of negative infection through antigen testing (2x weekly) and a PCR test (1x weekly) to the administration whenever asked for.
- Students and staff members should be masked outside of classrooms in all other indoor school facilities.
- Teacher-parent conferencing allowed (with 3G rules applied and proper masking).
- Conferences and meetings with non-school personnel are allowed (with 3G rules applied and proper masking).
- School activities, trips, outings, including overnight activities or trips may take place provided proper risk analysis has proven minimal risk (with continuation of hygienic measures off campus as well as possible self-testing during trip or outing).
- Instructional programs that include external personnel or cooperation with other schools/institutions are allowed (with 3G rules applied and proper masking).
- Non-vaccinated resident students must produce a negative antigen or PCR test upon arrival.
- Dormitory staff need to wear masks outside of dormitory rooms (residences).
- School classrooms may be used for alternative purposes provided contact between groups and individuals is avoidable.

Health-Risk Level 3 *high or very high risk* - 7-day incidence rate over 200

- Students should be vaccinated. If not, they are to be tested 3x per week (1x PCR, 2x antigen). Test results confirmed by schools qualify for 3G regulations.
- All school staff members must either present proof of vaccination or proof of negative infection through antigen testing (2x weekly) and a PCR test (1x weekly) to the administration whenever asked for.
- Masking must be carried out for all high-school students (grades 9-12) in all indoor areas. Younger students must be masked outside of the classrooms in corridors and other indoor school facilities.
- Teacher-parent conferencing must be online unless unavoidable, whereby the 3G rules must be applied).
- Conferences and meetings with non-school personnel must be online.
- School activities, trips, outings, including overnight activities or trips are postponed.
- Instructional programs that include external personnel or cooperation with other schools/institutions are not allowed.
- All non-vaccinated resident students must produce a negative antigen or PCR test upon arrival. Non-vaccinated residents must wear masks outside of all dormitory rooms.
- Dormitory staff need to wear masks outside of dormitory rooms (residences).
- School classrooms may be used for alternative purposes provided contact between groups and individuals is avoidable.

Other Requirements and Government Measures

1. All external persons who are not members of the school community are to be masked and need to comply with the 3G rules (prove vaccination, recovery or recent, negative test result) before entering the facilities.
2. All part-time personnel and contracted persons with occasional contact duties at the school must prove their minimal health-risk status at any time by presenting a negative antigen test. Once weekly, a negative PCR test result must also be presented to the school administration.
3. All required hygiene measures are to be in place in dormitories and the resident staff is to ensure that these help secure a low-risk environment for all resident students at all times.

All school administrations are to ensure that a Covid-19 prevention concept is in place and includes:

- a ventilation concept for all school facilities.
- rules for the regulation of passing periods, breaks, free time and the implementation of proper markings.
- coordinated prevention measures between the school and food service personnel.
- cleaning concept which ensures proper hygienic conditions.
- an emergency plan for the use of further facilities and/or external facilities.
- contacts for emergencies.
- ensure that all members of the school community are aware of all hygiene measures in place through signage, checklists and direct instruction/communication.
- the procurement of necessary materials (masks, disinfectant dispensers, etc.).
- documentation necessary to carry out effective contact tracing in the event of a positive infection are available and include:
 - a) up-to-date email addresses and telephone numbers for all students and their parents/guardians as well as all school personnel.
 - b) seating plans for all classrooms and courses.
 - c) programming schedules including master scheduling detailing regular classroom/facilities use.
 - d) daily attendance records of students and staff members.
- documentation of active risk assessments carried out previous to events, trips, outings, etc., as of health-risk level 2.
- measures that ensure that all students are aware of all measures and are regularly updated on these.
- a procedure for addressing the advent of a positive Corona infection in the school.

Government Requirements for Physical Education and Sports Events

Physical education and sports events are to be carried forward as a part of regular programming. These are to take place outdoors whenever possible and if indoors, proper ventilation considerations must be made.

At health-risk levels 2 and 3, physical education and sports should take place outdoors if possible. If indoors, distancing of one meter (minimally) between students should be implemented at all times. Minimum-contact sports or physical education activities are allowed if the length of physical contact is minimal and occasional. Sports or physical education activities that involved long-lasting physical contact are to be cancelled, although training and practice for such sports can take place if no contact is entailed (individual training with distancing).

Hygiene measures and distancing in changing rooms is to be implemented and in effect at all times.

Risk Analysis (as of health-risk level 2 for school activities)

Risk analyses must include the following considerations:

1. identify all possible risks given the nature of the event, activity, etc.
2. identify the likelihood of any of these risks being realized
3. identify the consequences likely to be encountered if the risk is realized
4. measures intended to minimize the risk(s) and their consequences if realized
5. discussion determines if the activity takes place as planned, is adjusted or altered, or is not carried out

All school personnel must bear in mind that the risk analysis process may change dramatically with the changing epidemiological situation at hand.

Checklist for Multi-Day (Overnight) Activities

Multi-day activities (weekend, overnight trips) are allowed only at health-risk levels 1 and 2. They are disallowed at health-risk level 3.

Checklist for Multi-Day Activities in Austria:

A. Planning Process:

- Serious consideration of any and all health risks is to be accepted by all involved.
- Voluntary agreement to carry out such activities is evident within all personnel involved in the activity.
- Discipline/behavioral requirements are established for everyone involved.
- Possible cancellation costs are identified.

B. At Destination:

- All hygiene measures are to be in place and maintained throughout the activity.
- All hygiene measures are in place with reference to accommodations and transport vehicles.
- Contacts necessary to communicate a positive infection are immediately available.
- An emergency plan has been worked out which includes considerations of a possible cancellation of the activity if necessary.

Checklist for Multi-Day Activities Outside of Austria:

A. Planning Process

- Serious consideration of any and all health risks is to be accepted by all involved.
- Voluntary agreement to carry out such activities is evident within all personnel involved in the activity.
- Discipline/behavioral requirements are established for everyone involved.
- Possible cancellation costs are identified.
- If a tour management company is employed, proper considerations concerning cancellation costs, refunds, etc. are clarified.

B. At Destination:

- All hygiene measures are to be in place and maintained throughout the activity.
- The travel and border entry requirements are understood and the Corona measures in place at the destination are understood and communicated to all participants.
- All hygiene measures are in place with reference to accommodations and transport vehicles.
- Contacts necessary to communicate a positive infection are immediately available.
- An emergency plan has been worked out which includes considerations of a possible cancellation of the activity if necessary.

III. Application of Health Protection Measures at AIS-Salzburg

The government regulations presented in section II (above) are applicable to all schools in Austria generally, but they do have certain pre-conceptions inherent in them which are based upon the Austria public school system and its structures. Austrian public schools and programming vary from what AIS-Salzburg programs in the following significant ways:

- A. Austrian schools are structured 4-4-4; four years of primary school, four years of middle school and four years of high school — AIS-Salzburg offers two junior-high years (grades 7 and 8) and four years of high school (grades 9-12).
- B. Austrian schools are divided into classes whereby a group of students will have a home room and remain together in the room (for the most part) throughout the day while the teachers come and go. These classes remain unchanged throughout the eight years of middle and high school in gymnasium programs; to a lesser extent in other school forms. — at AIS-Salzburg, the students move through a daily schedule which invites them to be present in any

number of rooms and venues for instruction. Generally, the teachers will have a home room, not the students. At AIS-Salzburg, the classrooms in each student schedule will be in two different buildings with passing periods within which students will pass out of one building and into another for instruction in another classroom.

- C. Austrian schools are overwhelmingly day schools which provide education to students from a particular region although this is rather liberal allowance for families and students to choose which school they wish to attend. Some public gymnasiums and other secondary schools will have entrance requirements so as not to become overwhelmed with student numbers. — AIS-Salzburg enrolls students from around the world upon application and acceptance. There will be 26 nationalities in our 86-member student body in 2021-2022. The parents of boarders remain at home as far away as Tokyo and Mexico City. 20% of our students are day enrollments and the families live in or near Salzburg. Only 50% of our day students are Austrians.
- D. Boarding schools in Austria are always 5-day boarding programs that enroll students who must travel home on Fridays and return for Monday morning instruction. Many secondary schools offer boarding through the auspices of a third parties such as Kolpinghaus or other church-sponsored institutions or organizations. In such cases, the organization, not the school administration, is responsible for the supervision of the boarding students. — AIS-Salzburg enrolls 80% of its students as full, 7-day boarders who live in our facilities on campus and are supervised by school employees in the resident-care staff. These students and resident-staff are registered at the school address as their official residence. Day students and non-resident staff members comprise around 35% of the total school community population.

Given these, and other differences between the Austrian school system and AIS-Salzburg and given the assumptions made or implied within government regulations and health protection measures, it is necessary that we consider what adaptations may need to be made for effective application within our unique context. The following information is to provide you with specific information regarding these and will lead to the last part of this strategy which will detail what measures and restrictions are in place as of the start of the present school year in September. Later changes in the epidemiological situation will require further consideration, adaptations and implementations of further measures or the discontinuation of these.

The Application of Present Requirements and Government Measures with Commentary

Security Phase (first three weeks of the school year, September, 2021):

- a. We will carry out testing for all students three times per week; 1x PCR and 2x antigen self-testing
- b. These tests will take place on Mondays (PCR and antigen at the end of period 1) and Thursdays (antigen testing at the end of seminar periods). Results will be recorded immediately (antigen) and on Tuesdays (when we receive PCR test results from the lab).
- c. All staff members, both resident and non-resident, will also be tested during this security phase but only with antigen tests (if proof of vaccination is registered with the school).
 - 1. Full-time faculty members in the morning on Mondays and Thursdays
 - 2. Part-time faculty members at the start of duties on Mondays and Thursdays
 - 3. Resident-care staff members at the start of duties on Mondays and Thursdays
 - 4. Administrators, house staff and any others at the start of duties on Mondays and Thursdays
- All staff members will need to report their antigen test results to the health coordinator in the front office.
- d. All non-resident students and staff are to be masked upon entrance to the school. Masks are not required in the classrooms or passing periods during the three-week security phase provided antigen testing has been carried out with a negative result as of their first day of enrollment and all non-residents engage in regular testing during this period and/or have presented proof of vaccination. Any staff or student who prefers to wear a mask may do so at any time.

Four-Pillar Security Concept at AIS-Salzburg

Data Analysis and Testing

The school will be informed of any health threats resultant from data collection by health authorities in Salzburg and will respond to these effectively.

Testing

Testing will proceed as required throughout the school during the three-week security phase as well as for non-vaccinated students afterwards.

Vaccinations

The school will actively encourage the parents/guardians to have their children vaccinated while enrolled at the school as boarders. Day student parents will make their own decisions regarding this. As of the end of the first week of the school year, we will (a) confirm lists of all those resident students who are vaccinated, (b) clearly identify all those students who are not vaccinated and can receive the immunization here, and (c) send out a request/consent form to the parents/guardians of all non-vaccinated students and generate a list of those who would like to get the vaccine. The health coordinator will then organize vaccinations for these students, adjusting all rosters and data as needed. Please remember that health data is highly personal and that GDPR puts strict rules around this information. Only those who need to know will have access to this information and it is not to be a topic of general discussion in classrooms, in the dormitories or other venues of the school.

Ventilation

The school has air filtering devices in those rooms that cannot be sufficiently ventilated. These should be turned on whenever any person is present in these rooms (Dining Room 2, Library, Science Lab) and set to the appropriate level for the size of the room. The resident-care staff should be certain to turn these off during the evening hours unless the room is required by students or staff members.

All classrooms should be ventilated at least once per hour. Despite the weather conditions, it is important to ventilate them fully by opening both doors and windows for a period of roughly 5 minutes. This can be done during the passing periods or breaks if the teacher remains in the classroom. Otherwise, it will need to be carried out during the instructional period. Each room should be fully ventilated on an hourly basis when students are in the room are in use. Other facilities used by the school (e.g., Musikerheim, Rif Sports facilities, etc.) will also need to be ventilated as is possible.

Dormitory rooms will be ventilated each morning after the students depart for instruction at 08:30. The resident-care staff must require that all residents ventilate their rooms (open door, open window) at the start of evening study hall (19:00) and after the conclusion of study hall at 21:30. On weekends, the staff should take care to try and have the students regularly ventilate their dorm rooms. In the rooms where it is possible to do so, all windows should be kipped open during the academic day.

Health-Risk Levels and Procedures at AIS-Salzburg (*at any time during the school year*)

A. Health-Risk Level 1 (*low risk*)

- Non-vaccinated students will continue to be tested regularly, 2x weekly with antigen tests (only). Results will be recorded immediately.
- Staff members can test (antigen) voluntarily as they wish. Administrators and dorm parents will test twice weekly because of their non-resident status and frequent access to the school dormitories.
- Masking up to entrance and upon departure from the school only.
- Teacher-parent conferences, other meetings, assemblies, etc. can go forward. If any of these include persons from outside the school community, they must meet 3G requirements before participation.
- All third parties coming to the school for any length of time beyond dropping off a delivery must also meet 3G requirements.
- Hygiene measures remain in place (hand disinfectant, gloved in kitchen buffet, ventilation, etc.) throughout the day in all school facilities.
- Activities, excursions go as planned provided risk assessment is done with diligence beforehand and have received approval by the administration.
- Physical education classes and sports team practices will proceed as planned. Masking during third-party transport is required for all persons. Hygiene requirements are in place for all changing rooms or similar facilities.

B. Health-Risk Level 2 (medium risk)

- Non-fully vaccinated students tested 3x weekly, Monday and Friday antigen; Tuesday PCR (results on Wednesday)
- Staff members may test (antigen and/or PCR) voluntarily on testing days. Administrators and dorm parents will test twice weekly (antigen tests only).
- Masking up to entrance and upon departure from the school only. During sports team transport with school vehicles, non-fully vaccinated students must wear masks
- Conferencing, meeting, assemblies and other group functions will proceed as planned. If any of these include persons from outside the school community, they must meet 3G requirements before participation is allowed.
- All third parties coming to the school for any length of time beyond dropping off a delivery must also meet 3G requirements.
- Hygiene measures remain in place (hand disinfectant, gloved in kitchen buffet, ventilation, etc.) throughout the day.
- Activities, outings, overnight trips, sports trips, excursions, etc., go as planned provided risk assessment is done with diligence beforehand and have received approval by the administration. Indoor venues may be restricted as destinations because of high risk. The administration will also require masking, etc., dependent upon the activity details. Overnight trips and excursions will be carefully assessed for risk and adjusted, altered in their details or postponed dependent upon location, local health risk and requirements, travel restrictions, etc.
- The dormitories are restricted in access to all except resident-care staff members, cleaning and house staff, and administrators.
- Hygiene measures remain in place (hand disinfectant, gloved in kitchen buffet, ventilation, etc.) throughout the day in all school facilities.
- Physical education classes will be held at Rif, preferably outdoors. Contact sports are discontinued except for minimal-contact activities. Hygiene measures are to be in place in changing rooms. Masking is required of all passengers in third-party transportation vehicles. Sports team transport with school vehicles require masking of all those who are not vaccinated.
- 5-day boarders returning from the weekend at home must be tested (antigen) upon entrance to the school and before entrance to the dormitory rooms.

Health-Risk Level 3 (high or very high risk)

- Non-vaccinated students will be tested 3x weekly on Mondays and Thursdays (1x CPR, 2x antigen). Antigen test results will be recorded immediately; PCR results will be received from the lab as of Tuesday afternoons.
- All staff members, both resident and non-resident, will be tested with antigen self-tests only (if proof of vaccination is registered with the school).
 1. Full-time faculty members in the morning on Mondays and Thursdays
 2. Part-time faculty members at the start of duties on Mondays and Thursdays
 3. Resident-care staff members at the start of duties on Mondays and Thursdays
 4. Administrators, house staff and any others at the start of duties on Mondays and Thursdays
- All staff members will need to report their antigen test results to the health coordinator in the front office.
- All third parties coming to the school for any length of time beyond dropping off a delivery must also meet 3G requirements.
- Masking required of all staff and students throughout the academic day in all indoor areas, including classrooms, from 07:00 to 17:30 and whenever non-resident students are present at the school. Mask breaks outdoors are to be carried out regularly each 50-minute period. Masking is not required in the school as of 17:30 except for non-resident administrators and non-resident care-staff members on the dormitory floors. The dormitories are restricted in access to all except resident-care staff members, cleaning and house staff, and administrators.
- Day students and non-resident staff members are to dine in Dining Room 1; all residents in Dining Room 2 for breakfast and lunch on weekdays.
- Meetings, conferencing, etc., with third parties external to the school community must be online/digital or telephonic.
- Many off-campus activities, overnight trips, excursions and similar programming is postponed. Other activities held must meet strict requirements after health-risk assessment has been carried out and approval by the administration has been received.
- Hygiene measures remain in place (hand disinfectant, gloved in kitchen buffet, ventilation, etc.) throughout the day in all school facilities.
- Physical education classes will be held outdoors at Rif. Contact sports are discontinued except for minimal-contact activities. Hygiene measures are to be in place in changing rooms. Masking is required of all passengers in

third-party transportation vehicles. Sports team transport with school vehicles require masking of all those transported if one or more non-residents is on board. Risk assessment and administrative decisions required for all sports team events off campus.

- 5-day boarders returning from the weekend at home must be tested (antigen) upon entrance to the school and before entrance to the dormitory rooms.

Other Health-Risk Procedures at AIS-Salzburg

1. Hygiene materials, markings, postings, etc., are to be put in place and maintained by the office staff and resident-care staff. Teachers are responsible for posting any measures that are in place or are important in understanding any and all health-risk measures implemented or to be implemented in the future.
2. The kitchen staff will coordinate with the office manager concerning any and all health-risk requirements and procedures.
3. The office manager will provide a ventilation and cleaning schedule for the house staff to ensure that the measures they are responsible for are in place and followed on a daily basis.
4. The office manager will collect all of the following materials necessary for efficient contact tracing and make these available to the authority as required:
 1. contact information for all students and staff in the community (telephone and email) including parents.
 2. seating charts for all classes in the master schedule including elective courses
 3. master schedule copies and bell schedule
 4. daily attendance record and the attendance records from the past two weeks
5. The health coordinator and office manager will ensure that all materials (e.g., masks, testing materials, etc.) are provided and properly stored and accounted for.
6. Risk assessment forms are to be made available by the headmaster and the dean of students and available online if possible for all staff members to access.

What if...?

...we have a positive antigen or PCR test result for a resident student?

If positive antigen test:

1. Teacher supervising the test should notify the office staff immediately (by telephone or by sending another student to the office) and then send the positively-tested student to Dining Room 1 in a mask.
2. The student will be re-tested by the health coordinator or office manager (masked).
3. If the second test is positive, the student will be masked again and—avoiding all others—taken to an infirmary upstairs where they are to be isolated from contact with others. They can first be taken to their dormitory room to collect personal items they may need to have with them. Only specified staff members will be allowed to enter the infirmary and only after taking necessary protective health precautions.
4. The school office manager will call #1450 for further instructions and then call the parents (on the specified emergency telephone number) to inform them of the situation.
5. The school administration will then follow any and all measures required of us by the Austrian health officials. This will likely include contact tracing and further PCR testing within the school community. Conditions of possible quarantine requirements will be specified by health officials as well and the administration will communicate these to the community.
6. If the positive result is confirmed officially, the school will be placed at Health-Risk Level 3 immediately and implement all requirements of this level.
7. The community will be kept up-to-date on any further developments.

If positive PCR test:

1. A positive PCR test will be communicated to us by the lab and we assume that health officials will be notified of this as well. When the office receives this information, a staff member will be sent to the find the student and remove them from the classroom or other facility and isolate them in an infirmary, awaiting further instructions

from the Austrian health officials. All masking, hygiene and isolation requirements as mentioned above will be put into place and the office staff will inform the parents.

2. The school will be placed at Health-Risk Level 3 immediately and implement all requirements of this level.

...we have a positive antigen or PCR test result for a non-resident student?

If a positive antigen test:

1. Teacher supervising the test should notify the office staff immediately (by telephone or by sending another student to the office) and then send the positively-tested student to Dining Room 1 in a mask.
2. The student will be re-tested by the health coordinator or office manager (masked).
3. If the second test is positive, the parents or guardians will be called and notified and the student isolated and masked in Dining Room 1. The office staff will call #1450 and register the positive test and ask for further direction in such a case. The parents will be requested to pick up the student and they will likely be quarantined for a period of time before returning to school.
4. The school administration will then follow any and all measures required of us by the Austrian health officials. This will likely include contact tracing and further PCR testing within the school community. Conditions of possible quarantine requirements due to contact tracing will be specified by health officials as well and the administration will communicate these to the community.

If a positive PCR test:

1. A positive PCR test will be communicated to us by the lab and we assume that health officials will be notified of this as well. When the office receives this information, a staff member will be sent to the find the student and remove them from the classroom or other facility and isolate them in the dining room. The parents will be called immediately and asked to pick up the student. The office staff will call #1450 to gain further information and carry out their requirements.
2. The administration will communicate any and all requirements put in place by the Austrian health officials to the school community.

... we have a positive antigen or PCR test for a resident staff member?

If positive antigen test:

1. Teacher supervising the test should notify the office staff immediately (by telephone or by sending another student to the office) and then send the positively-tested student to Dining Room 1 in a mask.
2. The student will be re-tested by the health coordinator or office manager (masked).
3. If the second test is positive, the student will be masked again and—avoiding all others—taken to an infirmary upstairs where they are to be isolated from contact with others. They can first be taken to their dormitory room to collect personal items they may need to have with them. Only specified staff members will be allowed to enter the infirmary and only after taking necessary protective health precautions.
4. The school office manager will call #1450 for further instructions and then call the parents (on the specified emergency telephone number) to inform them of the situation.
5. The school administration will then follow any and all measures required of us by the Austrian health officials. This will likely include contact tracing and further PCR testing within the school community. Conditions of possible quarantine requirements will be specified by health officials as well and the administration will communicate these to the community.
6. If the positive result is confirmed officially, the school will be placed at Health-Risk Level 3 immediately and implement all requirements of this level.
7. The community will be kept up-to-date on any further developments.

If positive PCR test:

1. A positive PCR test will be communicated to us by the lab and we assume that health officials will be notified of this as well. When the office receives this information, a staff member will be sent to the find the student and remove them from the classroom or other facility and isolate them in an infirmary, awaiting further instructions from the Austrian health officials. All masking, hygiene and isolation requirements as mentioned above will be put into place and the office staff will inform the parents.
2. The school will be placed at Health-Risk Level 3 immediately and implement all requirements of this level.

... we have a positive antigen or PCR test for a non-resident staff member?

If a non-resident staff member happens to test positive on any test taken at the school, they should inform the office staff immediately (in the case of an antigen test) or will be informed by the office of a positive PCR test result. They should depart the school immediately, taking proper precautions (masking, etc.) and keep the office staff informed of any further developments. The school office staff has the duty to call #1450 in such a case and will then follow the health official's requirements which will likely include contact tracing, further testing, etc.

IV. Conclusions

If everyone on the AIS-Salzburg staff maintains agreement with the goals and objectives identified, we should be able to go forward this year with effective health protection and infection prevention. Given the level of cooperation experienced last year in the community, we should be confident that this can be re-established and help us protect and safeguard the students and our fellow staff members.

Please remember that this strategy is likely to change, given circumstances, throughout the school year. The administration and Corona Crisis Team will try and keep everyone informed of such changes and adjustments as they become necessary or relevant. In the meantime, this strategy and the actions and responses that comprise it should be understood and carried out for the better protection of our community.