



AMADEUS
International School
VIENNA

AMADEUS School Resumption Plan

(August 2020)

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School Vienna**
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Introduction

This manual contains information and guidance for members of the AMADEUS International School Community which is important for the continued proactive COVID-19 risk management and safe start to the 2020-2021 academic year on campus.

The measures listed have taken account of the following sources:

- The requirements of the Austrian Federal Crisis Unit (prepared by the Federal Ministry of Education, Science and Research under the expert advice of the Federal Ministry for Social Affairs, Health, Nursing and Consumer Protection (BMSGPK) and the Austrian Society for Pediatrics and Adolescent Medicine for all Schools in Austria).
- Published guidance on school reopening from the Boarding Schools' Association.
- Published guidance from the Ministry of Education
 - o School in Autumn, 2020 (August 17 2020)

These have been adapted by the School Leadership and COVID-19 crisis team at AMADEUS to fit the context at AMADEUS International School Vienna.

Section 1: School Resumption Plans.

Section 2: COVID-19 Risk-Management.

Section 3: Emergency Response Procedures.

Section 4: Boarding.

Section 5: Additional and Associated Measures.

These plans are subject to ongoing review and adaption under the leadership of the AV COVID-19 emergency response team.

- Chair of the Board of Trustees
- Head of School
- Head of Secondary
- Head of Primary
- School Nurse

Section 1: AMADEUS School Resumption Plan

This resumption plan is in line with guidance received by the School from the Ministry of Education, Science, and Research. Implementation is based on the principles of

- 1) Logistical dilution into smaller groups where possible
- 2) Consistent implementation of personal protective measures
- 3) Gold standard school hygiene and safety measures
- 4) Streamlined and efficient emergency response chain

We have all learned a great amount from the initial crisis and the handling of this both at an organizational and national level. What is now clear to us is imperative to balance the right to education against infections disease control, and the ability of schools to be able to take prudent preventative actions that can safeguard their onsite operations. In the initial response it was assumed that children were a key agent in the transmission of the virus, though recent studies have shown this to be inaccurate. We now follow a traffic light system with the aim of enabling more locally responsive intervention using the least disruptive measures.

Changes in the incidence of COVID-19 cases in Austria, and in our district, will stimulate new responses as outlined in this document and these changes are school group specific (each adds to the next from left to right and from top to bottom). The principle aim is to remain open and operational for all students and boarders.

	Green	Yellow	Orange	Red
Early Years	<ul style="list-style-type: none"> - Strict COVID risk management plan - (See section 2) 	<ul style="list-style-type: none"> - Sports outdoors if possible - Masks to be worn in the entrance 	<ul style="list-style-type: none"> - Measures to avoid mixing groups - No external visitors - Regulated arrival and collection 	<ul style="list-style-type: none"> - Remains open but those who prefer not to attend are not penalized for absence.
Grades 1-8		<ul style="list-style-type: none"> - Singing outdoors or with mask only 	<ul style="list-style-type: none"> - No excursions or events / ASAs - No parent conferences 	<ul style="list-style-type: none"> - Change to distance learning. - Daycare in emergencies
Grades 9-12		<ul style="list-style-type: none"> - Possible blended learning options in case of class closures 	<ul style="list-style-type: none"> - Possible alternative starting times or flexible shift system 	<ul style="list-style-type: none"> - Change to distance learning - No daycare.

AMADEUS Vienna will open for the 2020-2021 academic year with a full school program. This includes, boarding, afterschool activities, physical education, music and arts lessons.

Section 2: Risk Management

The approaches outlined in this document are driven by the requirement to implement health and safety controls and other age appropriate measures to minimise the risks of infection and transmission and ensure our school and boarding houses remain a safer environment.

Protective Measure	Reason	Details	Exceptions	Responsibility
A) Face masks	To limit the amount of breath born aerosols in the air within shared spaces, particularly when distancing is not possible.	<ol style="list-style-type: none"> All students and staff must wear a mask at drop off and pick up (school arrival and departure) times whilst entering and exiting the school. Masks are compulsory within the reception area and in the cafeteria line. Masks are not required at other times on the school campus except in situations where physical distancing is not possible. Students and teachers may choose to wear a mask if they wish. Masks must be worn during emergency evacuation processes. Anybody in a high-risk group should wear a FFP2 standard mask. 	Students under 6 years old (EY)	Parents must send students to school with a face mask. Teachers will monitor throughout the day. The school will also provide a number of spare masks.
B) Mandatory Reporting	To ensure we can detect any possible cases, contain, and trace as early as possible.	<ol style="list-style-type: none"> Families must inform the school of any symptoms of ill health (fever, cough, shortness of breath or difficulty breathing, cold, muscle pain, vomiting, shivering, headache, sore throat, loss of taste or smell, diarrhea) in the household. Families must inform the school immediately of any possible contact with a confirmed COVID-19 case. The school has an obligation to report any suspected cases to the Health authority. Teachers and students should follow the rule of 'if you are not sure' stay home. 	None	All Information is collected by the School Nurse. Official absence reporting channels must be utilized.
C) Proactive Isolation and Quarantine	To ensure we can contain any suspected COVID-19 cases and limit transmission.	<ol style="list-style-type: none"> We will follow the advice of the competent authorities and in cases where this is not readily available we will take a proactive stance in advising isolation or quarantine. In cases where there is a 	None	All The school nurse will determine whether cases warrant isolation and will confer with medical

		<p>suspected COVID-19 case, or contact with a confirmed case, the entire household must isolate until such time all symptoms have disappeared and a negative COVID-19 test has been taken. This also applies to year group and boarding house clusters. See section 4 for further details about the emergency response chain.</p>		<p>professionals and the COVID-19 hotline.</p>
D) Gloves	To prevent possible transmission due to contact with shared objects.	<ol style="list-style-type: none"> 1. Equipment sharing will be limited within classes (also see section K). 2. In classes where equipment sharing is unavoidable, gloves will be worn. 	None	Gloves will be provided by the school.
E) Temperature Logging	To ensure we can detect any possible cases, and contain and trace as early as possible.	<ol style="list-style-type: none"> 1. Temperature is taken in the first lesson of every day with first roll-call. Students have their temperature taken in the first 15 minutes of the first lesson whilst in their seats. Students who arrive late have their temperature taken in the SO. Students with a high reading (>37.5) are sent to the School Nurse. 2. Parents and Houseparent's are asked to take their children's temperature each morning before school. Students with a temperature of 37.5 or higher should not attend until temperature normalizes. In the case of multiple symptoms (see section B), the student may require a proactive isolation or quarantine (see section C). In the case of a single symptom the student may return when fever is controlled again without medication. 3. Temperature will be taken for all visitors to the school. Visitors with a temperature higher than 37.5 will not be permitted entry. 4. All students visiting the school nurse will have their temperature taken. 	None	Teacher can double check first reading of temperature to ensure it is not impacted by external environmental conditions or operational error. Before sending a student to the Nurse the teacher must phone so that the Nurse can manage the patients and keep injuries separate from illnesses.
F) Hand Washing	To prevent possible hand to face transmissions.	<ol style="list-style-type: none"> 1. Students and staff will be asked to wash hands (i) upon entering the building, (ii) after toilet breaks, (iii) following sneezing, coughing or nose 	None	All Teachers will monitor throughout the day.

		blowing, (iv) and before/after eating. Staff and students are educated about this.		The school has set up multiple hygiene stations around the school.
G) Cleaning, ventilating, and disinfecting	To reduce the risk of transmission from contact with common communal surfaces and areas.	<ol style="list-style-type: none"> 1. All classrooms and meeting rooms will be ventilated regularly with fresh air (guideline: every 20 minutes) and tables will be wiped down at intervals throughout the day when students change rooms. 2. Students should open boarding bedrooms in the morning (except in heavy rain or strong wind) and these will be closed by the cleaning team. 3. The cleaning team will regularly wipe down common communal surfaces such as light switches, and door handles on rotation. 4. Meeting rooms need to be wiped down at the conclusion of each meeting. 5. Boarding laundry systems are optimized on a roster to ensure increased access to wash facilities. 6. Disinfectant spray is available in all teaching and boarding rooms and teachers and students are educated as to when and how to use it. 7. Cleaning staff are on call to deep clean any spaces suspected cases have frequented. 	None	Teachers are responsible for regular ventilating and surface cleaning (each room is supplied with disinfectant spray). The cleaning team is responsible for deep cleaning and regular cleaning of common communal items. Boarding staff monitor the student laundry routine.
H) Lunch and Snack	To ensure maximum food hygiene and reduce cross contamination which may lead to transmission.	<ol style="list-style-type: none"> 1. Kitchen staff will wear gloves and masks during all food handling and delivery activities, and change gloves regularly. 2. Students are to wear masks in the cafeteria linen (see section A). 3. Snack portions are individually prepared. 4. Boarding house dinner is taken in household rotations. 5. Chairs are arranged to promote distancing measured and the flow of people is marked by arrows (see section I). 6. Tables are sanitized after each sitting (see section G). 7. Service of meals is covered under the General Hygiene Standards of Gastronomy. 	None	Teachers will supervise breaks and offer additional water breaks. Students need to bring their own water bottle and take it home every day for cleaning.

I) Distancing Measures	To prevent transmission via droplets and aerosols by maintaining safe distance.	<ol style="list-style-type: none"> 1. Students will be required to maintain a safe distance of 1m or more at all times. 2. Classroom furniture and cafeteria dining spaces are arranged to facilitate this. 3. Each grade has a designated gate, building entrance, room, and play area and should avoid unnecessary missing of groups. 4. Parents should not access the school building without an appointment and all teacher conferences should happen online if possible. 5. Secondary students are encouraged to enter and exit the campus via the Hockegasse gate. 6. EY and PYP students use the main entrance. MYP students are to use the middle staircase, and IBDP students are to use the library staircase in Pavilion 1. 7. Boarding students are separated by household for breakfast, dinner and study hall. 8. Floor markings are used as appropriate to guide the flow of people. 	By exception for meetings with important reasons.	Teachers are responsible for ensuring distancing is maintained and Heads of Section are responsible for distancing schedule.
J) Visitations	To limit the amount of additional persons entering the campus.	<ol style="list-style-type: none"> 1. Parent meetings that can take place via video conference should be conducted in this way. 2. Non-essential visitors are discouraged. 3. All visitors must be announced to School Office in advance of the meeting by their host and must sign in upon arrival to undergo temperature checking. 4. Masks and gloves are available at reception as necessary. 	None	
K) Curricular/pedagogical considerations	To limit any activities that bring a heightened risk of transmission	<ol style="list-style-type: none"> 1. The school will keep a running risk assessment log of specific control measures for different activities (see appendix 1.0). 2. Teachers are encouraged to teach outside where possible and appropriate to the learning. 3. Teachers should consider seating plans and keep note of where students sit (this 		

		supports contact tracing).		
L) Student arrivals	Monitor travel from high risk areas in line with the Austrian restrictions	<ol style="list-style-type: none"> 1. All boarding students arriving must produce a negative COVID 19 test (not less than 72 hours old) or complete one on return. 2. All non-boarding families who have traveled must comply with Austrian governmental regulations for entry into the country. Any parents who are unsure may contact the school office for advice. 		

Section 3: Procedures and response to illness or suspected illness

General procedure for management of COVID-19 and suspected cases

- The school Nurse will be on campus from 08:00 - 14:00 every day.
- Anyone who shows signs of COVID-19 or sickness onsite must report to the nurse. Staff who suspect high temperature (>37.5) or observe coughing must alert the School nurse immediately.
 - The nurse will assess:
 - If no fever (>38) or sign of illness is detected the student will return to class.
 - If fever (>38) is detected but no other signs or symptoms the student must return home until the fever has passed for 48 hours (i.e. no fever without the use of painkillers).
 - If fever is detected alongside other symptoms:
 1. The authorities will be contacted (1450)
 2. The student may be required to complete proactive isolation if a COVID-19 case is suspected.
 - a. If a COVID-19 case is confirmed:
 - i. That student will be placed in quarantine under the advice of the Authorities until parents and/or medical services can safely provide for them again (parents should resume case ASAP as the boarding facility has limited capacity for such care).
 - ii. All students and teachers from that homeroom / boarding household enter into proactive isolation (2-10 days) and testing.
 - Sick students, students in proactive isolation and students in quarantine will be delivered food by a member of the boarding team. The food and plates are collected by the boarding staff, handled with gloves and sanitized.
 - In cases of report the Emergency Response Team will assess, investigate as necessary, complete contact tracing, consult authorities, and make recommendations about the necessity of proactive isolations or quarantine.

Additional notes on School Nurse operations.

- The Nurse's office is a **high-risk area** and hence only serious cases should visit. Minor first aids should be carried out by trained teachers.
- Sick students should be collected by their parents as soon as possible. Response target time should be within 30 – 60 minutes.
- Students waiting to be collected will rest in the isolation rooms in House 3 which are monitored by the School Nurse.
- If a student belongs to a high-risk group (e.g. diabetes, bronchial asthma, epilepsy) parents should discuss with their Doctor about clearance to return.
- Parents collecting their students should drive in and report to the School Office.

Section 4: Boarding

The principle of resumption of boarding residences is based on households and follows the general principles of responsible households in Austria. However, given the context within a school environment, necessary hygiene standards are additionally imposed during this time (these are included Section 2).

Students move around with freedom within their boarding groups as they become one household, and may also sign out for short or long leaves with the correct permission. Households live together in their own sections of each boarding house with assigned boarding staff members. Spaces are designated or used on strict rotation where separation is not possible. Students take study-hall in their rooms or in their own household groups in classrooms. Please note that single rooms cannot be guaranteed, whilst triple rooms will be avoided.

Students must adhere to the standard regulations and distancing requirements as set forth by the Austrian government. They may otherwise have the same freedoms that other responsible citizens in Austria share although movement outside of boarding households will be more restricted than previously.

As per the traffic light system, a stages and progressive risk management plan also applies within the boarding context.

	Green	Yellow	Orange	Red
Boarding	<ul style="list-style-type: none">- Strict COVID risk management plan- (See section 2)	<ul style="list-style-type: none">- No external visitors- Limited group activities (study hall in house)- Household system	<ul style="list-style-type: none">- Masks to be worn in corridors- Restrictions on long leaves to the city or other risky places.- Food concept changes to delivery if possible	<ul style="list-style-type: none">- Students remain in the house / households and follow their lessons by distance learning.

Possible Scenarios

We have numerous contingencies in place for every scenario with the capacity to act fast, limit exposure and arrange testing at very short notice. We hope the measures identified in Section 2 prevent us from needing to active these however it is prudent to have them in place and know we can remain open and in responding to any situation.

1. Student enters Austria alone and tests positive
 1. Ideally, parents must make arrangements to come and support the affected student, in cases where this is not possible due to travel restrictions for parents, we will take all necessary accommodations to ensure the health and safety of the student.
 2. AMADEUS has the capacity to facilitate quarantine of no more than 48 hours after which additional fees may apply).
2. One student in the boarding house has symptoms (suspected case)
 1. That student enters quarantine until a test has been undertaken (within 48 hours)
 2. The rest of the house remain in proactive isolation until the test has been taken
3. One student in the boarding house tests positive
 1. This student remains in quarantine until parents can make arrangements to take over the care arrangement (ideally this should be within a further 48 hours however in cases where this is not possible due to travel restrictions for parents, we will take all necessary accommodations to ensure the health and safety of the student. AMADEUS has the capacity to facilitate quarantine of no more than 48 hours after which additional fees may apply).
 2. All other students in this household, and students identified in the contact tracing must undertake a proactive isolation for 10 days or until negative tests are returned.
4. There is a disastrous spike in certain areas which precludes any form of travel into or out of Vienna.
 1. We will find a way to stay open to provide care for our students, even over holiday periods as need be.

Isolation Protocols - overseen by boarding staff

- Boarding staff and students do not attend classes
- Boarding staff and students remain in the boarding house except for short physical activity breaks in open air (these must be timed to reduce interaction with others)
- Meals are delivered or prepared within the house
- Cleaning schedules are as usual though staff will utilise additional PPE

Quarantine protocols - overseen by the school nurse

- The boarding student must remain in the quarantine room.
- The school nurse will check on the student every 4 hours during the day.
- The student will have a pager for emergency response.
- Food is delivered to the student.
- Deep cleaning occurs in the room after 48 hours.
- Students with cough or fever must stay in the quarantine room. Staff must be prepared to assist using correct PPE.

Please note that COVID-19 tests are not covered under our student health insurance provider.

Section 5: Additional Considerations

Attendance:

Parents and students who feel anxiety or concern about resumption of classes, or who belong to a high-risk group may prefer for their children to remain at home if there is a severe spike in the numbers. Other families may not be able to travel back to Vienna to rejoin us due to travel restrictions. In such cases families must communicate with the relevant Head of Section. The student will be required to follow the learning in online format, however the absence itself will not detrimentally affect grade progression.

Staff in a high-risk category should follow the Austrian government's guidelines, and pregnant staff members should consult with their Doctor prior to returning.

Online and Blended Learning:

We are fully committed to continuing our online education provision in instances whereby a student is delayed from joining us, and stand by to support as best we can. This will take the format of live lessons where possible (stream in) and recorded sessions uploaded to Managbac. Students will have a school based contact to support any online learning and teachers will be in regular contact to provide feedback and guidance on tasks. Reports will be issued as normal and assessments will be conducted online.

Financial:

We have a number of supportive measures in place in case of financial hardship. Families in this situation should apply to the accounting office for special consideration.

Families who cannot arrive into boarding due to COVID-19 will be credited 100% for the time they missed.

Student Support and Counseling:

We know that young people make sense of this time of increased global uncertainty in different ways. We standby to support them emotionally and socially and will offer a range of whole group workshops and individual counseling support as needed.

We will also educate students within homerooms on these processes and to avoid any COVID related bullying or misjudgments which could arise. Students found deliberately in contravention to risk management guidance will have their parents contacted and be subject to reduced social freedom.

Common Greeting:

To shake or not to shake? This is the awkward new interpersonal dilemma. To support us in this we have instituted an official campus greeting. Staff should not offer a hand but politely bow or nod instead.

Flexibility and Adaptability:

We are committed to the principles of flexibility and adaptability as we negotiate this together. We work in coordination with the Austrian authorities and international school associations and will monitor and evolve our plans to suit new and emerging needs as they arise. Furthermore, we work with parents to be support any reasonable request and hence we welcome feedback and frequent communication.

As we monitor the situation all faculty and students will be asked for feedback on areas of improvement within staff meetings as well as within boarding houses.