

Hygiene Concept – Open House Day on 30.09.2021

Organisation and number of participants

- Our open day will be held with restrictions in place. Guests may only enter the following areas and premises of the school on the ground floor: the entrance gate, the balcony and the courtyard area in front of the canteen, the cafeteria, the two early/late childcare rooms, the toilet between the two early/late childcare rooms and the foyer.
- In order to reduce the number of participants and to channel them evenly throughout the entire school day, face-to-face information sessions will only take place with pre-registration via our website <https://www.platanus-schule.de/veranstaltungen/>. We will also offer an online information event.
- To attend this event, all children and adults must provide proof of a negative Corona test (not older than 24h) OR complete vaccination OR proof of recovery from Covid-19 (not older than 6 months).
- Our visitors are admitted to the schoolyard via the entrance gate. There, a member of staff will greet the guests and check the documents (see above). A member of staff will take down personal information for Corona contact tracing and make sure that a distance of at least 1.5m and the obligation to wear masks (see below) are adhered to. Guests will then be directed to the cafeteria via the balcony, where the talk and information events take place, or to the early/late rooms, where photos and films are shown.
- A waiting area, in which the distance of 1.5m can be maintained, will be set up on the balcony and in the courtyard area at the cafeteria/balcony.
- For the open day, a list of all participants will be kept for four weeks and then disposed of in accordance with data protection regulations.

Organisation of in person consultations from 09:00 to 18:00:

o During the entire period, there will never be more than 30 people in the cafeteria at the same time. All students and colleagues who are not directly involved in the organization or implementation of the event are only allowed to enter the cafeteria briefly to fill their water bottles with medical mouth/nose protection. Meals will take place in the classrooms and staff rooms on this day.

o One or two members of staff will be seated at 5 discussion stations. The distance between these stations is at least 3m.

o During the conversations, a minimum distance of 1.5m between staff and guests is maintained at all times.

o After the face-to-face appointment, guests will go directly from the cafeteria to the small early/late care room. A maximum of 10 people are allowed to stay here, subject to a minimum distance of 1.5m, to view photos and videos. A member of staff will be on site and will direct guests to the large early/late childcare room when the maximum number of people has been reached. The maximum number of people in the large early/late care room is 12. A member of staff is also responsible for checking the number of people in the room.

o The exit for guests is through the foyer via the main exit door on the right.

Organisation of the screening of photos and films in the two early/late rooms:

- o Max. 10 persons in the small early/late room, subject to a minimum distance of 1.5m.
- o Max. 12 persons in the large early/late room, subject to a minimum distance of 1.5m.
- o Staff maintain the required minimum distance of 1.5m from the guests
- o Exit through the foyer via the main exit door on the right.

Masks compulsory for all

- o All adults and children from the age of 6 years and older must wear medical mouth/nose protection (FFP2 or surgical mask) from the time they enter school grounds, both in the schoolyard and in the school building.
- o The mask requirement also applies to our staff.

Hygiene in general

- o All necessary doors are left open and handles do not need to be touched by guests, but only by staff with disinfected hands or gloves.
- o Cross-ventilation for the duration of the event: in the cafeteria and in the early/late care rooms.
- o Dispensers with disinfectant for guests are available in the entrance area (gate entrance). Each guest disinfects their hands at the entrance.
- o Tables and chairs are disinfected between individual talks.
- o Objects are disinfected when changing between guests, unless they were touched with freshly washed or disinfected hands or with disposable gloves.
- o The guest toilet between the two early/late childcare rooms is closed to all students and all colleagues. It is available exclusively to guests and is cleaned regularly during the day.