

## What preparations can my school make to ensure that the situation remains under control in the event of an outbreak?

1. Inform staff and pupils about the recommended hygiene procedures (poster, notice board).
2. Provide sufficient soap and disposable towels for the washbasins in the classrooms and toilets, as well as appropriate waste bins. The daily need for supplies is likely to increase in the coming weeks; ensure that a sufficient quantity is available to meet this need.
3. Plan a meeting with the school team at the start of each week. At this meeting, we recommend you review all the latest documents from the education authority and the Ministry of Education so that everyone is up to date with the current situation. These team meetings should be held regularly.
4. Decide which room in the school is suitable for the temporary isolation of any suspected cases. Choose a room that is out of the way and not used by many people; it must also be easy to ventilate and disinfect.
5. In the event of an outbreak or suspected case, people in the school may have to remain there for several hours outside normal school hours (until a decision has been made by the health authorities or public health officer). The following must therefore be provided: appropriate supervision, snacks, drinks (water) and an up-to-date telephone list so that parents can be contacted.
6. Consider whether school staff can ensure that no one leaves the school building before being released by the public health officer. However, the school must not be locked down. Escape routes must remain open. Please note that the district administration authority may request police assistance.
7. Decide who will be able to answer and document the increased number of phone calls at the school (from parents requesting information) if necessary.
8. The school counselling service is available to provide assistance at the school if required (support, crisis intervention).