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Nyborg Gymnasium's instructions regarding hygiene, behaviour and handling of students and employees with symptoms of or infected by Covid-19

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1. Instructions regarding hygiene, behaviour, and face masks

Together we must avoid infection and illness among employees and students at Nyborg Gymnasium.

We do this by following the instructions below which are based on the guidelines, which have been in effect since 1 August 2020, from the Danish Health Authority and the Ministry of Children and Education regarding the prevention of the spreading of infection. Separate guidelines apply for the boarding school, and all boarders must follow these.

Read more here (in Danish): [The Danish Health Authority: Information on measures in case of Covid-19 infections at schools, etc.](#)

And here (in Danish): [The Danish Health Authority: Covid-19: Preventing the spreading of the virus](#)

1.1. Hand hygiene and food etc.

To ensure good hand hygiene all students and employees must:

- wash hands regularly with water and soap during the school day. Hand washing and hand disinfection are equal, but hand washing is always recommended with visible dirt on hands, damp hands, after visiting the toilet and before touching food. Please watch this video from the Danish Health Authority: [Handwashing](#)
- clean telephones, tablets and computers several times a day before and after school. Do not use devices of other people.
- wash or disinfect hands before and after use of a mouse and keypad.
- wash hands thoroughly before and after eating.
- be especially aware of hygiene when preparing and arranging food.
- eat in the classroom and preferably outside in the time to come. If it is raining, we have pent roofs several places.

1.2. Distancing

- It is the Health Authorities' overall assessment that IF students or employees are extra vigilant about good hygiene and especially hand hygiene, and IF students and employees are careful about reducing the number and duration of face-to-face contact, then, from 1 August 2020, schools are allowed to deviate from the general recommendation of keeping 1 meter's distance between students in the same class when it is necessary to enable teaching. *Within the classroom it is allowed deviate from the requirement of a 1-meter distance so that regular teaching can be implemented. Deviation from the distance requirement does not apply generally, and when moving around at school, you must therefore keep the 1-meter distance and limit the number of contacts. The condition for deviating from the distance requirement in the class is that everyone observes the hygiene requirements and reduces the number and duration of face-to-face contacts!*
- If students are extra attentive to good hand hygiene, students may change rooms and take part in teaching with other students (e.g. in special-subject classrooms) when this is necessary to enable teaching in accordance with the general regulations of the legislation, including the full range of subjects.
- Employees should, as far as possible, keep 1 meter's distance to colleagues and students in normal situations and a minimum of 2 meters to the first row of students when teaching.

The recommendation of 1 meter's distance for employees does not apply when care is needed, e.g. children/young people who need consoling, and can be deviated from when this is a prerequisite for completing teaching.

- Breaks and recess are held separately by classes and preferably outside. It is not permitted to gather in the Food Camp, but it is allowed to purchase food, which should then be eaten in the classroom or outside. As long as student activity mostly occurs in the classroom, several classes can have recess simultaneously in the outdoor areas.
- During sports and PE activities where there is physical contact, increased attention to hygiene and the prevention of contact infection is recommended
- Larger gatherings must be avoided until further notice – e.g. school assemblies, bars, events, parties etc. where many students are gathered across classes

1.3. Face masks

As of 29 October 2020, the Health Authorities have introduced the mandatory use of face mask or visor in institutions of youth education for both employees and students. The requirement is in effect until 2 January 2021. The Minister of Children and Education has stated that students must purchase their own face masks, but the school has decided to provide face masks for free for all students until 2 January (local decision).

- All students must wear face masks when moving about the school's common areas, corridors and in the FoodCamp, etc. Face masks may only be removed when students are seated in their classrooms. During group work etc. in the common areas, students must wear face masks even when seated (local decision).
- All employees must wear face mask or visor when moving about the school's common areas, corridors and in the FoodCamp, etc. In addition, face mask or visor must be worn when teachers are not seated in the teachers' lounge (local decision). Furthermore, face mask or visor must be worn in the classroom during teaching if the teacher has more than to classes/"hold" per day. Consequently, if the teacher only has two or fewer classes/"hold" during a day, then wearing face mask/visor during teaching is not mandatory.

Read more about the use for face masks here: [The Danish Health Authority: Use of face masks in the public space](#)

2. Instructions for handling of employees and students with symptoms of or infected by Covid-19

2.1. What should be done on suspicion of Covid-19?

Symptoms of corona virus are: coughing, fever, sore throat, muscle pains, breathing problems, headache.

If a student develops symptoms of Covid-19 or e.g. is a close contact to an infected person, etc., then the student must first clarify any health-related questions about testing, etc., with their own doctor or the Health Authorities (see box below). Subsequently, the student should then follow the school's "Procedure on suspicion of Covid-19", which is on the front page of Lectio, and has an English translation half-way down the first page: [Procedure on suspicion of Covid-19](#)

NOTE: It is of important that both employees and students contact their own doctor or the hotline of the Health Authorities if they need an assessment by a health professional and if they have questions in relation to close contacts and tests, etc. School management must ensure swift tracking of infection, communication and sending home students and employees for testing. But school management does neither have the expertise nor the jurisdiction to make health professional assessment for the school's students and employees. Consequently, as a first step, everyone should contact the Health Authorities for clarification, and then subsequently contact their Head of Department/the office.

Joint Danish Authorities' Hotline: Phone +45 70 20 02 33, then press 1

If you cannot find the answer to your questions about the novel corona virus/COVID-19 at the websites coronasmitte.dk or sst.dk, then you should call the Joint Danish Authorities' Hotline.

Corona Tracking: Phone +45 32 32 05 11

The Danish Patient Safety Authority advises family doctors/general practitioners on information to COVID-19-positives in relation to tracking down close contacts, and on guidance on and assistance with tracking. If you have been tested positive for novel corona virus, you will be contacted by Corona Tracking, which is a unit under the Danish Patient Safety Authority, to assist in tracking down your close contacts. You can also contact Corona tracking yourself.

Contact Tracking Division: Phone: +45 70 20 02 33, then press 2

If you are a close contact and need advice, you can call the Contact Tracking Division, which is a unit under the Danish Patient Safety Authority.

Learn more: <https://www.sst.dk/en/English/Corona-eng/Further-information/Hotlines>

If a student or an employee has symptoms of Covid-19 during the school day, the person should leave for home immediately and contact their own doctor for the purpose of assessment and testing. The student must inform their teacher about the reason before leaving school and must subsequently follow the above procedure. The employee must contact their immediate manager/"nærmeste leder").

When a student or an employee leaves for home with signs of Covid-19, the Head of Department informs the close contacts (see definition below) that they must be especially alert to symptoms and be extra careful to follow the general guidelines on good hygiene.

2.2. What should be done about a positive case of Covid-19?

If a student or an employee is tested positive for Covid-19, the Principal must be informed on phone number +45 29 73 74 72, so that they together can perform a tracking of close contacts at school.

In case of a deviation from the 1-meter distance requirement, see section 1.2. on distancing above, special attention must be given to the identification and orientation of close contacts, in accordance with the Ministry of Children and Education's guidelines regarding the prevention of the spreading of infection which is in effect as of 1 August 2020.

Those who have been in close contact will be sent home, must self-isolate and must contact Corona Tracking on phone number +45 32 32 05 11 to clarify any questions and to book tests.

See the following procedures from the Danish Health Authority below:

- a) *The Danish Health Authority's procedure for infected students*
- b) *The Danish Health Authority's procedure for infected employees*
- c) *The Danish Health Authority's definition of close contacts*
- d) *The Danish Health Authority's procedure for testing of close contacts*
- e) *Flow-chart for close contacts*

Furthermore, see The Danish Health Authority's guidance on the tracking of infection here (in Danish): [The Danish Health Authority: Covid-19: Tracking of close contacts](#)

If there are more infected in a class or at the school it will be determined whether there has been a wider spreading of infection and handling of an outbreak will be initiated, assisted by the Danish Patient Safety Authority if needed. In such cases, entire classes will be sent home and, ultimately, the school might have to go into full or partial lock-down.

When can you return to school?

- a) If you have symptoms, you must remain in isolation until 48 hours after all symptoms have disappeared. You may then return to school.
- b) If you do not have symptoms, you must remain in isolation until 7 days after the test was taken. You may then return to school.

You are considered free of infection 48 hours after you no longer have any symptoms, and you can then return to school or work again. If you are in doubt, please contact your own doctor or call the Joint Danish Authorities' Hotline to get an assessment. Before returning, you must inform the office, the Head of Department (if you are a student) and immediate manager/"nærmeste leder" (if you are an employee).

a) The Danish Health Authority's procedure for infected students

Translated from: [Forholdsregler ved tilfælde af COVID-19 i dagtilbud, skoler, ungdoms- og voksenuddannelser, s. 11](#)

2.4. What should be done in case of COVID-19 infection at institutions for youth and adult education

At institutions for youth or adult education it is, as a starting point, recommended that infected students themselves identify and contact their close contacts at the institution. Management may assist, if the students wishes it.

This applies irrespective of whether the recommendation of 1-meter distancing has been followed or deviated from to enable teaching.

Identified close contacts follow the programme for close contacts and are sent home to be tested twice (in accordance with the Danish Health Authority's procedures for infection tracking of close contacts).

It is not recommended that whole classes as a starting point are considered close contacts to the infected person, since the contact patterns to a smaller extent follow classes in this age group.

Only students who fulfil the criteria for being a close contact to the infected person (see definition below) are considered a close contact and must follow the programme for infection tracking of close contacts with two tests.

Screening of the remaining part of a class will not be performed for this group of young and adult students since they are expected to be able to keep distance and maintain good hygiene.

b) The Danish Health Authority's procedure for infected employees

Translated from: [Forholdsregler ved tilfælde af COVID-19 i dagtilbud, skoler, ungdoms- og voksenuddannelser, s. 11](#)

2.5. Employees

In case an employee is tested positive for Covid-19, all close contacts, which the employee has taught or been in contact with within 48 hours before the onset of symptoms, are identified. The identified close contacts are sent home and tested twice (in accordance with the Danish Health Authority's procedures for infection tracking of close contacts).

c) The Danish Health Authority's definition of close contacts

Translated from: [Forholdsregler ved tilfælde af COVID-19 i dagtilbud, skoler, ungdoms- og voksenuddannelser, s. 11](#)

The Danish Health Authority considers the following persons as close contacts:

- Persons sharing a home with an infected person
- Persons who have had direct physical contact with an infected person (e.g. through hugging)
- Persons who have had unprotected and direct contact with secretions from an infected person (e.g. through being coughed on or through touching a used handkerchief, tissue etc.)
- Persons who have had close face-to-face contact (at a distance of less than one metre for more than 15 minutes) with an infected person (e.g. through having had a conversation with the infected person)
- Healthcare professionals who have been involved in caring for a patient with COVID-19 and who have not used personal protective equipment in the prescribed ways.

You are considered a close contact if you have had close contact with an infected person from 48 hours before the person started displaying symptoms until 48 hours after the symptoms have ceased.

If the person who has tested positive has no symptoms, you are considered a close contact if you have had close contact with the infected person from 48 hours before they were tested positive until seven days after the test.

Recommendations to close contacts

Persons who are identified as a close contact to a person infected by novel corona virus should immediately be isolated and should contact the Contact Tracking Division on phone +45 70 20 02 33, then press 2. The Contact Tracking Division can provide guidance on how you should act as a close contact, and on how you book the two tests for close contacts, since these tests are prioritized.

For more information, please read the [guidance on what to do if you are a close contact of a person who has tested positive for novel coronavirus](#).

It is recommended that close contacts are tested twice and remain in isolation until the results from the first test are available. If the first test is negative and there are no symptoms of novel corona virus, the student can return to school.

d) The Danish Health Authority's procedure for testing of close contacts



DANISH PATIENT
SAFETY AUTHORITY

Testing of close contacts

The student (close contact) must:

- go into isolation, as if he/she was infected with corona virus
- stay at home (also from school and after school activities). Avoid physical contact with others – even those they share the home with

The student (close contact) must:

- clarify on which days he/she must be tested by calling +45 70 20 02 33, then press 2
- call to reserve tests on +45 32 32 05 11, then press 2
- finally book the two tests on coronaprover.dk

The student (close contact) must:

If test 1 is **negative**, the student can return to school, but still needs to take test 2
If test 2 is **positive**, the student must remain in isolation. The student does not need further tests

Test 1: At the earliest on day 4 after the last possible time of infection*

Test 2: 2 days after test 1*

*If more than 6 days after last possible infection = only one test

e) Flow-chart for close contacts



DANISH PATIENT
SAFETY AUTHORITY

Flow-chart for close contacts

*This is what
you do:*

1 Go into isolation, as if you were infected with corona virus
Stay at home (also from work and shopping). Avoid physical contact with others – even those you live with

2 Clarify on which days you must be tested by calling +45 70 20 02 33, then press 2
Call to reserve tests on +45 32 32 05 11, then press 2
Finally, book the two tests on coronaprover.dk

3 Take test no. 1, which you have booked
You are, of course, allowed to go out for the test, but remember to wear face mask

Negative test

Test no. 1 shows no sign of infection by corona virus
You no longer need to be in isolation.
It is important to be tested again, even if the first test was negative

Test no. 2 still shows no sign of infection by corona virus

4 Take test no. 2, which you have booked

Positive test

Test no. 1 shows that you are infected with corona virus

- If you do not have symptoms, you must remain in isolation until 7 days after the test was taken
 - If you have symptoms, you must remain in isolation until 48 hours after all symptoms have disappeared
- After your isolation, you do not need further tests