**Strategy for Covid-19 measures at International People’s College – IPC June 2020  
Summer Courses**

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| **Phase** | **Steps/actions** | **Remarks/Clarifications** |
| **Prior to arrival**  **Students** | * **If possible students** **will have a test done in their home countries 2 - 4 days prior to their arrival on campus**. A negative test will most likely help when entering the country. * IPC will provide a letter to students & immigration authorities explaining that we have now been allowed to running our school and welcoming students * **Precondition** for being allowed as a student is that **the student has no symptoms that potentially could be Covid-19 related.** * **Students belonging to a well-defined risk group will identify themselves upon arrival (2 meters social distance will be mandatory)** * If a student or staff member has been in contact with a contaminated person e.g. in the near family a 2 weeks quarantine is needed. | IPC will obtain a letter from the Danish police acknowledging a folk high school stay as a justified reason for re-entering the country.  Travelling to Denmark and Helsingør is potentially risky. A number of travel recommendations will be listed to avoid contamination (protection masks, gloves, strict observance of social distancing, etc.) |

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| **Prior to arrival**  **Hygiene at IPC** | * Prior to the arrival of students, **single rooms will be made available for all.** * **Rooms** and **common facilities will be professionally cleaned/disinfected.** Fresh & clean linen, duvets and pillows will be provided * **Doors to common areas & corridors will be permanently open** to avoid touching of handles. Doors to dining hall always locked outside mealtimes * Hand sanitation stations will be set up all around the school | The hand sanitation stations will be available in:   * all corridors * classrooms * computer room * common room * lecture hall * big hall * dining hall * student kitchen * HR Café * Music room * manor house entrance * Entrance A & B * Library * Arts & Crafts   Hand soap will be always available in all toilets/bathrooms. |
| **Upon arrival**  **Students** | * Students will **arrive and go directly to the designated reception area** * They will be **tested within the first week of the course** * Students will be able to freely move in common areas (indoors & outdoors) as long as they keep a 1-meter distance (from all sides) to each other and all IPC staff. In relation to students and IPC staff belonging to a risk group the social distance will always be 2 meters. | An info-session on Covid-19, contamination risk, precautions, hygiene, etc. will be held for all students together with a thorough presentation of this strategy. Information about precautions and hygiene will be repeated on a weekly basis in different forms and will be summarized and visible in Common Room Info Screen |

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| **Daily operations**  **Classes and activities** | * IPC will make sure that each student has a minimum of 1 meter around her/him in classes and during all organized activities run in IPC premises. In case of students belonging to a risk group the space around him/her will be 2 meters. * Teachers will have a defined “student-free” area in each classroom (2 meters distance). * **All staff members will stay at a distance of min. 1 meter** from students. In case of staff belonging to a **risk group the social distance will be 2 meters.** * Only **1 student at a time** will be allowed to be **in the Manor House.** * Interaction between different groups of staff members will be limited. | Calculations   |  |  | | --- | --- | | Lecture Hall 105 m2 | 45 students | | Big Hall 190 m2 | 80 students | | Cl. 2 34 m2 | 17 students | | Cl. 3 26 m2 | 10 students | | Cl. 5 52 m2 | 25 students | | Computer R. 26 m2 | 10 students | | Cl. 6 34 m2 | 15 students | | Cl. 7 26 m2 | 8 students | | Students Kitchen | 8 students |   Outdoor classes and activities are most welcome.  Manor House reception protection: plastic protection panel (pharmacy or supermarket style) |

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| **Daily operations**  **Cleaning & hygiene** | * **Cleaning will be done more often and more carefully** * **Toilets and bathrooms need to be cleaned every day. This is a responsibility of the students.** * **Rooms need to be ventilated twice a day** * Teachers will be responsible for the cleaning of the facilities that they use a lot including toilets. * **Public toilets will be locked up and only be available for staff members**. Some specific toilets will be only available for a specific group of staff members * **Students will only use their own toilets and bathrooms** * **Toilet seats** and **sinks must be cleaned after every use.** * **Switches** and **handles in units will be cleaned** by students **everyday** * **Dustbins in common areas will be emptied once a day** * **Sports equipment, arts & crafts tools and musical instruments will be disinfected after every use by the users.** |  |

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| **Daily operations**  **Kitchen & meals** | * **Only kitchen staff will have access to IPC kitchen** * **Buffets will be avoided. For brunches we’ll set up a special arrangement.** * **Food served at tables with max. 8 people** * **Prior to meals all students** and **staff are reminded to wash hands or to use hand rubbing alcohol.** * At meals **students** **can eat in Common Room,** **Dining Hall and outdoor if weather allows (max 4 at each table.** * After each meal **tables** & **chairs** **will be cleaned and wiped with 85% alcohol-based disinfectant** * **Snacks between meals can only be served if arranged in individual portions** | Summer helpers laying the tables will wash hands or use 85% alcohol-based disinfectant before touching clean cutlery, plates and glasses. |

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| **Daily operations**  **Social life** | * **Students are organized in family groups of 8 people. After negative test results are received by the school students can freely interact within their own family.** In relation to other families and staff the 1 or 2 meters social distance will be always respected. * **Students from one family can not visit room units from the other families.** * **Party room and game room will not be used for social gatherings.** * **Visitors are not allowed** on campus * **Students who leave campus are expected to uphold all rules in relation to social distance and hygiene.** * **Walks are allowed** in smaller groups and if **respecting social distancing rules with outsiders** |  |

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| ***Daily operations***  ***Health issues (students)*** | * ***Students who experience symptoms*** *of illness* ***will self-isolate immediately.*** * *If symptoms increase or continue for more than 2-3 days, IPC will arrange for a visit to the doctor.* * ***Self-isolation will continue 48 hours after being symptom-free.*** * ***If a case of Covid-19 is suspected or identified the student will move to a free and isolated room to live in isolation****. Meals will be brought to the unit at mealtimes served on disposable tableware.* * *If a student has been in direct contact with a contaminated person, he or she will have to self-isolate for 1 week and be tested* * ***Contaminated students will remain in isolation 3 days after being free of symptoms.*** | *The course leader will take care of the transportation under safe circumstances wearing protection mask and ensuring maximum ventilation.*  *The contaminated person will be in contact with the school via phone or social media.*  *Staff will be responsible and in case of aggravation of the student’s condition the course leader will be notified for further action.* |
| **Daily operations**  **Health issues (staff)** | * **Staff members experiencing symptoms** of illness **will leave the school and self-isolate immediately.** * The school has to be notified immediately and potential victims of contamination will be identified for self-isolation. * If symptoms increase or continue for a longer period, the staff member in question will arrange for a visit to the doctor and testing. * Self-isolation will continue 48 hours after being symptom-free. * Contaminated staff members will remain in isolation 3 days after being free of symptoms. |  |

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| **Daily operations**  **Health issues (staff belonging to a risk group)** | * **In relation to the working conditions of staff belonging to a risk group or living with a family member that belongs to one of the risk groups:**   + Students will be officially informed about staff members belonging to a risk group.   + 2 meters distance will be always respected by students and colleagues.   + Teachers area will be marked with tape in every classroom.   + Further measures will be taken in specific cases upon request from the staff member. |  |