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

|  |  |  |
| --- | --- | --- |
| **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.) |

|  |  |  |
| --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)  |

|  |  |  |
| --- | --- | --- |
| **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.**
 |  |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **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**
 |  |

|  |  |  |
| --- | --- | --- |
| ***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.
 |  |

|  |  |  |
| --- | --- | --- |
| **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.
 |  |