

Strategy for re-opening International People's College – IPC May-June 2020

Phase	Steps/actions	Remarks/Clarifications
<p>Prior to arrival Students</p>	<ul style="list-style-type: none"> • Students that have been at home during the lock down period will be asked to have a test done in their home countries 1 – 2 days prior to their arrival back 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 reopen our school and welcoming back students • Precondition for being allowed back 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 prior to coming back (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. • Students will be asked to self-isolate at home as soon as we know that the school can re-open. 	<p>If possible, we will try to obtain a letter from the Danish police acknowledging a folk high school stay as a justified reason for re-entering the country.</p> <p>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.)</p>

<p>Prior to arrival Hygiene at IPC</p>	<ul style="list-style-type: none"> • 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 lock outside mealtimes • Hand sanitation stations will be set up all around the school 	<p>The hand sanitation stations will be available in:</p> <table border="1" data-bbox="1525 228 2085 624"> <tr> <td>√ all corridors</td> <td>√ classrooms</td> </tr> <tr> <td>√ computer room</td> <td>√ common room</td> </tr> <tr> <td>√ lecture hall</td> <td>√ big hall</td> </tr> <tr> <td>√ dining hall</td> <td>√ student kitchen</td> </tr> <tr> <td>√ HR Café</td> <td>√ Music room</td> </tr> <tr> <td>√ manor house entrance</td> <td>√ Entrance A & B</td> </tr> <tr> <td>√ Library</td> <td>√ Arts & Crafts</td> </tr> </table> <p>Hand soap will be always available in all toilets/bathrooms.</p>	√ 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
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<p>Upon arrival Students</p>	<ul style="list-style-type: none"> • Students need to inform in advance if they arrive the 4th or the 5th and estimated time of arrival to IPC. • Students will arrive one by one and go directly to the designated reception area • They will be taken directly to their rooms. • They will be tested the 4th, 5th or 6th of June • 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. Priority should will be given to move as much as possible using outdoor ways. • Alcohol is not allowed until Friday 12th June in the evening. Spirits of more than 20 % of alcohol are not allowed during the whole stay. 	<p>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</p>														

<p>Daily operations Classes and activities</p>	<ul style="list-style-type: none"> • 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). • Virtual classes could be offered taking into consideration that some teachers belong to risk groups and, therefore, being too close to too many students might be a safety risk. • A simplified timetable will be organized with fewer teachers. • The number of hourly paid teachers will be limited to ensure fewer contacts with the surrounding society. • Guest teachers & lecturers from the outside will be avoided. • Excursions involving personal contact outside campus or the use of public transport will be avoided. • Morning Fellowships will take place in Big Hall or outdoors. • 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. • MS Teams will be used as much as possible for meetings over 4 people 	<p>Calculations</p> <table border="1"> <tr> <td>Lecture Hall 105 m²</td> <td>45 students</td> </tr> <tr> <td>Big Hall 190 m²</td> <td>80 students</td> </tr> <tr> <td>Cl. 2 34 m²</td> <td>17 students</td> </tr> <tr> <td>Cl. 3 26 m²</td> <td>10 students</td> </tr> <tr> <td>Cl. 5 52 m²</td> <td>25 students</td> </tr> <tr> <td>Computer R. 26 m²</td> <td>10 students</td> </tr> <tr> <td>Cl. 6 34 m²</td> <td>15 students</td> </tr> <tr> <td>Cl. 7 26 m²</td> <td>8 students</td> </tr> <tr> <td>Students Kitchen</td> <td>8 students</td> </tr> </table> <p>Outdoor classes and activities are most welcome.</p> <p>Manor House reception protection: plastic protection panel (pharmacy or supermarket style)</p> <p>Tea & coffee will be available in the corridor kitchenettes.</p>	Lecture Hall 105 m ²	45 students	Big Hall 190 m ²	80 students	Cl. 2 34 m ²	17 students	Cl. 3 26 m ²	10 students	Cl. 5 52 m ²	25 students	Computer R. 26 m ²	10 students	Cl. 6 34 m ²	15 students	Cl. 7 26 m ²	8 students	Students Kitchen	8 students
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<p>Daily operations Cleaning & hygiene</p>	<ul style="list-style-type: none"> • Cleaning will be done more often and more carefully • Professional assistance will be available Tuesday and Thursday for common areas and staff toilets • Contact group cleaning every Monday – Wednesday – Friday for common areas and Tuesday and Thursday for rooms and units • Toilets and bathrooms need to be cleaned every day. 	<p>A detailed plan for the assignment of responsibilities will be set up prior to the arrival of students.</p> <p>Every contact group teacher will examine his/her cleaning area to upgrade the quality of cleaning. New</p>
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	<ul style="list-style-type: none"> • 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 • <u>Students will only use their own toilets and bathrooms</u> • 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 	<p>instructions in relation to washing up procedures will be defined...</p>
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<p>Daily operations Kitchen & meals</p>	<ul style="list-style-type: none"> • 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. • Staff will eat in Lecture Hall with separation between departments. • 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 	<p>Students laying the tables will wash hands or use 85% alcohol-based disinfectant before touching clean cutlery, plates and glasses.</p>
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<p>Daily operations Social life</p>	<ul style="list-style-type: none"> • Students are organized in family groups of 8 people. From Friday 12th of June 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. • Alcohol is not allowed until Friday 12th June in the evening. Spirits of more than 20 % of alcohol are not allowed during the whole stay. • Party room and game room will not be used for social gatherings. • Shopping is organized by the Student Teachers team 3 times per week (no spirits can be purchased). • Visitors are not allowed on campus • Students are not allowed to leave campus for visits or travel. • Walks or bike trips are allowed in small groups (max 10 people) and respecting social distancing rules with outsiders 	<p>Constant policing of student behavior by staff is unbearable and contra-productive in a folk high school where trust, freedom and responsibility goes hand in hand.</p> <p>A precondition is that the student body is isolated from the surrounding community. Students should not go shopping or visiting local cafés, restaurants, cinemas, cultural spaces, etc.</p> <p>They can go for walks or bicycle trips in smaller groups but without personal contact to outsiders. In this way the student body is protected towards the local society and vice versa.</p> <p>Information will be shared through local media about the situation at IPC and how the school and its students and staff interact with the local community.</p>
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<p>Daily operations Health issues (students)</p>	<ul style="list-style-type: none"> • 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 unit by the end of European Corridor 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. 	<p>The Principal will take care of the transportation under safe circumstances wearing protection mask and ensuring maximum ventilation.</p> <p>The contaminated person will be in contact with the school via phone or social media.</p> <p>ToD will be responsible and in case of aggravation of the student's condition the Principal will be notified for further action.</p> <p>Designated isolation areas are rooms 50, 51, 52 & 53.</p>
<p>Daily operations Health issues (staff)</p>	<ul style="list-style-type: none"> • 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. 	

<p>Daily operations Health issues (staff belonging to a risk group)</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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. 	
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