


## Covid-19 guidelines at International People's College - Autumn Term 2020

Phase	Steps/actions	Remarks/Clarifications
<p><b>Prior to arrival Students</b></p>	<ul style="list-style-type: none"> <li>• <b>If possible, students will have a test done in their home countries 2 - 4 days prior to their arrival on campus.</b> A negative test will most likely help when entering the country.</li> <li>• <b>If the student has not been tested in his/her home country it is strongly recommended that he/she is tested on arrival in the testing facility at Copenhagen Airport.</b></li> <li>• Following EU regulations, <b>the use of a face mask is mandatory at CPH airport.</b></li> <li>• <b>If from the airport the student takes public transport (train or other) it is strongly recommended that the student keep the mask on until arrival to IPC</b></li> <li>• IPC will provide a letter to students &amp; immigration authorities explaining that we have now been allowed to run our school and welcoming students</li> <li>• <b>Precondition</b> for being allowed as a student is that <b>the student has no symptoms that potentially could be Covid-19 related.</b></li> <li>• <b>Students belonging to a well-defined risk group will identify themselves upon arrival (2 meters social distance will be mandatory)</b></li> <li>• <b>If a student or staff member has been in contact with a contaminated person e.g. in the near family, he/she will be tested and will self-isolate for 7 days after the test have been taken</b></li> </ul>	<p>IPC will 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><b>Prior to arrival Hygiene at IPC</b></p>	<ul style="list-style-type: none"> <li>• Prior to the arrival of students, <b>single or double rooms will be made available for all.</b></li> <li>• <b>Rooms and common facilities will be professionally cleaned/disinfected.</b> Fresh &amp; clean linen, duvets and pillows will be provided</li> <li>• <b>Doors to common areas will be permanently open</b> to avoid touching of handles. <b>Doors to dining hall will be always locked outside mealtimes</b></li> <li>• Hand sanitation stations will be set up all around the school</li> </ul>	<p>The hand sanitation stations will be available in:</p> <table border="1" data-bbox="1496 288 2107 635"> <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 <small>(new provisional SK)</small></td> </tr> <tr> <td>√ HR Café</td> <td>√ Music room</td> </tr> <tr> <td>√ Manor house entrance</td> <td>√ Entrance A &amp; B</td> </tr> <tr> <td>√ Library</td> <td>√ Arts &amp; 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 <small>(new provisional SK)</small>	√ HR Café	√ Music room	√ Manor house entrance	√ Entrance A & B	√ Library	√ Arts & Crafts
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<p><b>Upon arrival Students</b></p>	<ul style="list-style-type: none"> <li>• Students will <b>arrive and go directly to the designated reception area</b> (it will be set up outdoors if the weather allows or in Lecture Hall)</li> <li>• <b>Arriving students will fill in the questionnaire attached to this document before receiving the keys to their rooms</b></li> <li>• Students will be <b>tested within the first week of the course.</b></li> <li>• <b>Students will be able to freely move in common areas</b> (indoors &amp; outdoors) <b>as long as they keep a 1 meter distance</b> (from all sides) to each other and all IPC staff. In relation to <b>students and IPC staff belonging to a risk group the social distance will always be 2 meters.</b></li> <li>• <b>No alcohol will be allowed until Friday 21<sup>st</sup> of August from 7 pm.</b></li> <li>• <b>After this date beer and wine (max 20% vol. of alcohol) can be consumed – mainly Friday and Saturday nights.</b></li> </ul>	<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><b>Daily operations Classes and activities</b></p>	<ul style="list-style-type: none"> <li>• <b>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.</b> In case of students belonging to a risk group the space around him/her will be 2 meters.</li> <li>• <b>Tables, chairs, classroom equipment etc. will be disinfected by students and teacher once the lesson is over</b></li> <li>• <b>Teachers area</b> in classrooms - Teachers will have a defined “student-free” area in each classroom. <b>The distance between the teacher’s area and the first row of students will be 2 meters distance.</b></li> <li>• <b>All staff members will stay at a distance of min. 1 meter</b> from students. In case of staff belonging to a <b>risk group, the social distance will be 2 meters.</b></li> <li>• Only <b>1 student at a time</b> will be allowed to be <b>in the reception area of Manor House.</b></li> <li>• Interaction between different groups of staff members will be limited.</li> </ul>	<p>Calculations</p> <p><i>(this table will be adjusted by the Safety Committee in the next few days, before the arrival of the students)</i></p> <table border="1" data-bbox="1467 438 2083 758"> <tr> <td>Lecture Hall 105 m<sup>2</sup></td> <td>45 students</td> </tr> <tr> <td>Big Hall 190 m<sup>2</sup></td> <td>80 students</td> </tr> <tr> <td>Cl. 2 34 m<sup>2</sup></td> <td>17 students</td> </tr> <tr> <td>Cl. 3 26 m<sup>2</sup></td> <td>10 students</td> </tr> <tr> <td>Cl. 5 52 m<sup>2</sup></td> <td>25 students</td> </tr> <tr> <td>Computer R. 26 m<sup>2</sup></td> <td>10 students</td> </tr> <tr> <td>Cl. 6 34 m<sup>2</sup></td> <td>15 students</td> </tr> <tr> <td>Cl. 7 26 m<sup>2</sup></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><b>Face masks will be available for sale in Manor House reception desk</b></p>	Lecture Hall 105 m <sup>2</sup>	45 students	Big Hall 190 m <sup>2</sup>	80 students	Cl. 2 34 m <sup>2</sup>	17 students	Cl. 3 26 m <sup>2</sup>	10 students	Cl. 5 52 m <sup>2</sup>	25 students	Computer R. 26 m <sup>2</sup>	10 students	Cl. 6 34 m <sup>2</sup>	15 students	Cl. 7 26 m <sup>2</sup>	8 students	Students Kitchen	8 students
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<p><b>Daily operations Cleaning &amp; hygiene</b></p>	<ul style="list-style-type: none"> <li>• Cleaning will be done more often and more carefully</li> <li>• <b>A professional company will clean all common areas on Tuesday, Wednesday and Friday. Monday and Thursday the cleaning will be done by Contact groups.</b></li> <li>• <b>Toilets and bathrooms need to be cleaned every day. This is a responsibility of the students.</b></li> <li>• <b>Rooms need to be ventilated twice a day (10 minutes each time)</b></li> <li>• Teachers will be responsible for the cleaning of the facilities that they use a lot including toilets.</li> <li>• <b>Public toilets will be locked up and only be available for staff members.</b> Some specific toilets will be only available for a specific group of staff members</li> <li>• <b><u>Students will only use their own toilets and bathrooms</u></b></li> <li>• <b>Toilet seats and sinks must be cleaned after every use.</b></li> <li>• <b>Switches, handles and common surfaces in bedrooms &amp; units will be cleaned by students everyday</b></li> <li>• <b>Dustbins in common areas will be emptied once a day</b></li> <li>• <b>Sports equipment, arts &amp; crafts tools, musical instruments and keyboards and mouse (computer room) will be disinfected after every use by the users.</b></li> </ul>	<p>Public toilets and users:</p> <ul style="list-style-type: none"> <li>• Toilet with  facility will be only used by Kitchen staff</li> <li>• Guest toilet in entrance A will be only used by teachers</li> <li>• Lecture Hall toilet with electronic key will be only used by teachers</li> <li>• The other toilet in LH will be closed and not used.</li> </ul>
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<p><b>Daily operations Kitchen &amp; meals</b></p>	<ul style="list-style-type: none"> <li>• <b>Only kitchen staff will have access to IPC kitchen</b></li> <li>• <b>Buffets are not allowed. Brunches will be replaced by ordinary breakfast.</b></li> <li>• <b>Food served at tables. Each family group will have its own table</b></li> <li>• <b>Prior to meals all students and staff are reminded to wash hands or to use hand rubbing alcohol.</b></li> <li>• <b>At meals students can eat in Dining Hall &amp; outdoor if weather allows (outdoors max 4 people at each table)</b></li> <li>• <b>Staff and teachers will eat in Common Room. If eating outdoors, the max 4 people at each table rule will also apply.</b></li> <li>• <b>After each meal tables &amp; chairs will be cleaned and wiped with alcohol-based disinfectant</b></li> <li>• <b>Snacks between meals can only be served if arranged in individual portions</b></li> </ul>	<p>Contact groups laying the tables will wash hands and use alcohol-based disinfectant before touching clean cutlery, plates and glasses.</p> <p>If any teacher wants to eat in Dinning Hall there will be a separated table for that purpose, but it will not be possible to eat in the family groups tables</p>
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<p><b>Daily operations Social life</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Students are organized in family groups of around 20 people</u></b> (see column to the right)</li> <li>• <b>After negative test results are received by the school students can freely interact within their own family.</b> In relation to other families and staff the 1 or 2 meters social distance will be always respected.</li> <li>• <b>Students from one family cannot visit room units from the other families.</b></li> <li>• <b>Party room and games room are closed: parties or any other social activity cannot take place there.</b></li> <li>• <b>Indoor visitors are not allowed</b> on campus</li> <li>• <b>Students who leave campus are expected to uphold all rules in relation to social distance and hygiene.</b></li> <li>• <b>Walks are allowed</b> in smaller groups and if <b>respecting social distancing rules with outsiders</b></li> </ul>	<p>Family groups</p> <ol style="list-style-type: none"> <li>1. European Cor: 19 people</li> <li>2. African Cor. 23 people</li> <li>3. Asia/Middle East Cor. 18 people</li> <li>4. North/South Am. Cor 22 people</li> <li>5. Antar/Aus Cor. 19 people (including 2 volunteers)</li> </ol> <p>To be discussed: where parties can take place as Party Room is closed</p>
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<p><b>Daily operations</b> <b>Health issues</b> <b>(students)</b></p>	<ul style="list-style-type: none"> <li>• <b>Students who experience symptoms of illness will self-isolate immediately.</b></li> <li>• If symptoms increase or continue for more than 2-3 days, IPC will arrange for a visit to the doctor.</li> <li>• <b>Self-isolation will continue 48 hours after being symptom-free.</b></li> <li>• <b>If a case of Covid-19 is suspected or identified the student will move to one of the isolation rooms to live in isolation.</b> Meals will be brought to the unit at mealtimes served on disposable tableware</li> <li>• <b>If it is confirmed by a test that a student is infected, all his family group will be tested and will go in self-isolation for 7 days after the test have been taken.</b></li> <li>• <b>Contaminated students will remain in isolation 2 days after being free of symptoms.</b></li> <li>• <b>If a student has been in contact with a contaminated person, he/she will be tested and will self-isolate for 7 days after the test have been taken.</b></li> </ul>	<p><b>Isolation rooms:</b> room 60 and Meditation room</p> <p>If needed, the school will take care of the transportation of the student to medical center or hospital 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>In case of aggravation of the student’s condition the contact teacher and all staff will be notified for further action.</p> <p><b>Note:</b> government guidelines say that if a student has symptoms, the priority is that the student goes back home in self-isolate there. If going back home is not possible the self-isolation will take place at the school</p>
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<p><b>Daily operations Health issues (staff)</b></p>	<ul style="list-style-type: none"> <li>• <b>Staff members experiencing symptoms of illness will leave the school and self-isolate immediately</b></li> <li>• Self-isolation will continue 48 hours after being symptom-free.</li> <li>• The school has to be notified immediately and potential victims of contamination will be identified for self-isolation.</li> <li>• If symptoms increase or continue for a longer period, <b>the staff member in question will arrange for a test and go in self-isolation for 7 days after the test have been taken.</b></li> </ul>	
<p><b>Daily operations Health issues (staff belonging to a risk group)</b></p>	<ul style="list-style-type: none"> <li>• <b>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:</b> <ul style="list-style-type: none"> <li>○ Students will be officially informed about staff members belonging to a risk group.</li> <li>○ 2 meters distance will be always respected by students and colleagues.</li> <li>○ Teachers area will be marked with tape in every classroom.</li> <li>○ Further measures will be taken in specific cases upon request from the staff member.</li> </ul> </li> </ul>	<p>The use of face masks is recommended for staff belonging to a risk group in situations or moments where to keep the 2 meters distance will be difficult. IPC will provide the masks (IIR type) for the staff that request them.</p>

Your name (CAPITAL letters): \_\_\_\_\_

Date and time: \_\_\_\_\_

Please reply to the following questions

1. How have you travelled to IPC?

- By plane
- By private car
- By train
- By plane and public transport from the airport
- By plane and private car from the airport
- Other (please describe)

2. Were you tested in your home country prior to your departure to Denmark?

- Yes – please write the date of your test
- No

3. Were you tested in Copenhagen Airport upon your arrival to Denmark?

- Yes – please write the date of your test
- No

4. Do you have any symptoms that can potentially be Covid-19 related?

- No
- Yes (if yes, please contact immediately one of the teachers)

5. Do you belong to a well-defined risk group?

- No
- Yes. If yes, to which one?

6. In the last 2 weeks, have you been in contact with people (family, friends or others) that have been contaminated by Covid-19?

- No
- Yes. If yes, please explain when, how and where

Signature

Note. - This information is confidential. It will be deleted from IPC files once the Term is over, latest mid-January 2021