

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

Phase	Steps/actions	Remarks/Clarifications
<p>Prior to arrival Students</p>	<ul style="list-style-type: none"> • 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. • 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. • Following EU regulations, the use of a face mask is mandatory at CPH airport. • 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 • IPC will provide a letter to students & immigration authorities explaining that we have now been allowed to run 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, he/she will be tested and will self-isolate for 7 days after the test have been taken 	<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>Prior to arrival Hygiene at IPC</p>	<ul style="list-style-type: none"> • Prior to the arrival of students, single or double 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 will be permanently open to avoid touching of handles. Doors to dining hall will be always locked 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="1496 288 2112 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 & 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 <small>(new provisional SK)</small>	√ HR Café	√ Music room	√ Manor house entrance	√ Entrance A & B	√ Library	√ Arts & Crafts
√ 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															
<p>Upon arrival Students</p>	<ul style="list-style-type: none"> • Students will arrive and go directly to the designated reception area (it will be set up outdoors if the weather allows or in Lecture Hall) • Arriving students will fill in the questionnaire attached to this document before receiving the keys to their rooms • Students 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. • No alcohol will be allowed until Friday 21st of August from 7 pm. • After this date drinking alcohol in a responsible way will be allowed mainly Friday and Saturday nights. 	<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>														

**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.
- **Tables, chairs, classroom equipment etc. will be disinfected by students and teacher once the lesson is over**
- **Teachers area** in classrooms - Teachers will have a defined “student-free” area in each classroom. **The distance between the teacher’s area and the first row of students will be 2 meters distance.**
- **There will be a 10 minutes break in the middle of each lesson. During that break windows and doors of the classroom will be opened for ventilation**
- **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 reception area of Manor House.**
- Interaction between different groups of staff members will be limited.

Calculations


(this table will be adjusted by the Safety Committee in the next few days, before the arrival of the students)

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

Outdoor classes and activities are most welcome.

Manor House reception protection: plastic protection panel (pharmacy or supermarket style)

Face masks will be available for sale in Manor House reception desk

<p>Daily operations Cleaning & hygiene</p>	<ul style="list-style-type: none"> • Cleaning will be done more often and more carefully • A professional company will clean all common areas on Tuesday, Wednesday and Friday. Monday and Thursday the cleaning will be done by Contact groups. • Toilets and bathrooms need to be cleaned every day. This is a responsibility of the students. • Rooms need to be ventilated twice a day (10 minutes each time) • 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, handles and common surfaces in bedrooms & units will be cleaned by students everyday • Dustbins in common areas will be emptied once a day • Sports equipment, arts & crafts tools, musical instruments and keyboards and mouse (computer room) will be disinfected after every use by the users. 	<p>Public toilets and users:</p> <ul style="list-style-type: none"> • Toilet with  facility will be only used by Kitchen staff • Guest toilet in entrance A will be only used by teachers • Lecture Hall toilet with electronic key will be only used by teachers • The other toilet in LH will be closed and not used.
---	---	--

<p>Daily operations Kitchen & meals</p>	<ul style="list-style-type: none"> • Only kitchen staff will have access to IPC kitchen • Buffets are not allowed. Brunches will be replaced by ordinary breakfast. • Food served at tables. Each family group will have its own table • Prior to meals all students and staff are reminded to wash hands or to use hand rubbing alcohol. • At meals students can eat in Dining Hall & outdoor if weather allows (outdoors max 4 people at each table) • Staff and teachers will eat in Common Room. If eating outdoors, the max 4 people at each table rule will also apply. • After each meal tables & chairs will be cleaned and wiped with alcohol-based disinfectant • Snacks between meals can only be served if arranged in individual portions 	<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>
---	--	---

<p>Daily operations Social life</p>	<ul style="list-style-type: none"> • <u>Students are organized in family groups of around 20 people</u> (see column to the right) • After the 21st of August students can freely interact within their own family group. In relation to other families and staff the 1 or 2 meters social distance will be always respected. • Students from one family cannot visit room units from the other families. • Party room and games room are closed: parties or any other social activity cannot take place there. • Indoor 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 	<p>Family groups</p> <ol style="list-style-type: none"> 1. European Cor. 19 people 2. African Cor. 23 people 3. Asia/Middle East Cor. 18 people 4. North/South Am. Cor 22 people 5. Antar/Aus Cor. 19 people (including 2 volunteers) <p>To be discussed: where parties can take place as Party Room is closed</p>
---	--	---

<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 one of the isolation rooms to live in isolation. Meals will be brought to the unit at mealtimes served on disposable tableware • 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. • Contaminated students will remain in isolation 2 days after being free of symptoms. • 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. 	<p>Isolation rooms: 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>Note: 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>
---	--	--

<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 • Self-isolation will continue 48 hours after being symptom-free. • 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 test and go in self-isolation for 7 days after the test has been taken. 	
--	--	--

<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. 	<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 (DD/MM)
 - No
- Result of the test
- Negative
 - Positive

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