

Covid-19 guidelines at International People's College – Spring Term 2021

Phase	Steps/actions	Remarks/Clarifications
<p style="text-align: center;">Prior to arrival</p> <p style="text-align: center;">STUDENTS</p>	<ol style="list-style-type: none"> 1. Students will have a PCR test done in their home countries (or in Denmark if they are resident in DK) within 72 hours prior to their arrival on campus. For some airlines to have the PCR test done is a requirement for boarding and a document proving that the test has been negative will be required. 2. Students arriving by plane should also be tested upon arrival to Denmark (testing facility in Copenhagen Airport). 3. Following Danish government regulations, the use of face masks is mandatory at CPH airport, all public transport and in all public places. 4. IPC will provide a letter to students & immigration authorities explaining that IPC is open and running, 5. Precondition for being allowed as a student is that the student has no symptoms that potentially could be Covid-19 related. 6. Students belonging to a well-defined risk group will identify themselves upon arrival (in addition to the mask, 2 meters social distance will be mandatory) 7. 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 provides a letter to incoming students stating that a folk high school stay is a justified reason for entering Denmark</p>

<p>Prior to arrival</p> <p>Hygiene at IPC</p>	<p>8. Single or double rooms will be made available for all students</p> <p>9. Rooms and common facilities will be professionally cleaned/disinfected. Fresh & clean linen, duvets and pillows will be provided</p> <p>10. Doors to common areas will be permanently open to limit the touching of handles. Doors to dining hall will be always locked outside mealtimes</p> <p>11. Hand sanitation stations will be set up all around the school</p> <p>12. Students, teachers and IPC staff will wear face mask all the time while moving around the school and will keep 1-meter distance.</p>	<p>The hand sanitation stations will be available in:</p> <table border="1" data-bbox="1480 288 2101 743"> <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
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<p>Upon arrival</p> <p>STUDENTS</p>	<p>13. Students will arrive and go directly to the designated reception area wearing the mandatory face mask (Lecture Hall)</p> <p>14. Arriving students will fill in the questionnaire attached to this document before receiving the keys to their rooms</p> <p>15. IPC will make sure that all students (including those arriving by land) have been tested in Denmark.</p> <p>16. Students will be able to freely move in common areas (indoors & outdoors) as long as they wear a mask, and 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.</p> <p>17. No alcohol will be allowed until Friday 22nd of January from 7 pm.</p> <p>18. After that date drinking alcohol in a responsible way will be allowed mainly Friday & Saturday evenings.</p>	<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 & ACTIVITIES

19. **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.
20. **Tables, chairs, classroom equipment etc. will be disinfected by students and teachers once the lesson is over**
21. **Teachers area in classrooms** - Teachers will have a defined (marked) “student-free” area in each classroom. **The distance between the teacher’s area and the first row of students will be 2 meters distance.**
22. **There will be a 10 minutes break in the middle of each teaching session. During that break, windows and doors of the classroom will be opened for ventilation.**
23. **All staff members will stay at a distance of min. 1 meter from students. In case of staff belonging to a risk group, the distance will be 2 meters.**
24. **Only 1 student at a time will be allowed to be in the reception area of Manor House and always wearing the mandatory face mask**
25. Interaction between different groups of staff members will be limited.


Maximum number of people per classroom/room

Classroom/room	People
Lecture Hall 105 m ²	80
Big Hall 190 m ²	110
Cl. 2 34 m ²	26
Cl. 3 26 m ²	12
Cl. 5 52 m ²	30
Computer R. 26 m ²	12
Cl. 6 34 m ²	18
Cl. 7 26 m ²	9
Human Rights Cafe	17
Secondhand shop	10
Students Kitchen	8
Party room	Closed down

Outdoor classes and activities are most welcome.

Manor House reception protection: plastic protection panel in the counter. Mandatory use of mask for staff, teachers, students, providers, external consultants, etc.

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

<p>Daily operations</p> <p style="text-align: center;">CLEANING & HYGIENE</p>	<p>26. Cleaning will be done more often and carefully. A professional company will clean all common areas on Tuesday, Wednesday and Friday. Monday, Thursday, Saturday & Sunday the cleaning will be done by students in Contact groups.</p> <p>27. Students rooms toilets and bathrooms need to be cleaned every day. This is a responsibility of the students.</p> <p>28. Rooms need to be ventilated twice a day (10 minutes each time)</p> <p>29. Teachers will be responsible for the cleaning of the facilities that they use a lot including toilets.</p> <p>30. 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</p> <p>31. <u>Students will only use their own toilets and bathrooms</u></p> <p>32. Toilet seats and sinks must be cleaned after every use.</p> <p>33. Switches, handles and common surfaces in bedrooms & units will be cleaned by students everyday</p> <p>34. Dustbins in common areas will be emptied once a day</p> <p>35. Sports equipment, arts & crafts tools, musical instruments and keyboards and mouse (computer room) will be disinfected after every use by the users.</p>	<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>Manor House:</p> <ul style="list-style-type: none"> • Toilets are only for staff and teachers • Access of students to Manor House's kitchen will be only allowed for cleaning.
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<p>Daily operations</p> <p>KITCHEN & MEALS</p>	<p>37. Only kitchen staff will have access to IPC kitchen</p> <p>38. Buffets are not allowed. Brunches will be replaced by ordinary breakfast.</p> <p>39. Food served at tables. Each family group will have its own table</p> <p>40. Prior to meals all students and staff are reminded to wash hands and to use hand rubbing alcohol.</p> <p>41. At meals students can eat in Dining Hall & outdoor if weather allows (outdoors max 4 people at each table)</p> <p>42. Staff and teachers will eat in Common Room. If eating outdoors, the max 4 people at each table rule will also apply.</p> <p>43. After each meal tables & chairs will be cleaned and wiped with alcohol-based disinfectant</p> <p>44. Snacks between meals can only be served if arranged in individual portions</p>	<p>Following Government regulations, students will be divided in “family groups”.</p> <p>Contact groups laying the tables will wash hands and use alcohol-based disinfectant before touching clean cutlery, plates and glasses.</p> <p>Teachers and staff will not eat in Dining Hall, but in an alternative separated area</p>
<p>Daily operations</p> <p>SOCIAL LIFE</p>	<p>45. <u>Students are organized in family groups of around 20 people</u> (see column to the right)</p> <p>46. After the 23rd of January 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.</p> <p>47. Students from one family cannot visit room units from the other families.</p> <p>48. Celebrations or any large social activity will only take place in Lecture Hall or in a specifically designated area</p> <p>49. Indoor visitors are not allowed on campus</p> <p>50. Students who leave campus are expected to uphold all rules in relation to social distance and hygiene.</p> <p>51. Walks are allowed in smaller groups (no more than 10 people) and if respecting social distancing rules with outsiders</p>	<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>Daily operations</p> <p>HEALTH ISSUES (STUDENTS)</p>	<p>52. Students who experience symptoms of illness will self-isolate immediately.</p> <p>53. If symptoms increase or continue for more than 2 days, IPC will arrange for a visit to the doctor.</p> <p>54. Self-isolation will continue 48 hours after being symptom-free.</p> <p>55. 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</p> <p>56. 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.</p> <p>57. Contaminated students will remain in isolation 2 days after being free of symptoms.</p> <p>58. 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>	<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>
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<p>Daily operations</p> <p>HEALTH ISSUES (STAFF)</p>	<p>59. Staff members experiencing symptoms of illness will leave the school and self-isolate immediately</p> <p>60. Self-isolation will continue 48 hours after being symptom-free.</p> <p>61. The school has to be notified immediately and potential victims of contamination will be identified for self-isolation.</p> <p>62. 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>	<p>IPC will provide the masks (IIR type) and/or face shields (visir) to all staff.</p>
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<p>Daily operations</p> <p>HEALTH ISSUES (STAFF BELONGING TO A RISK GROUP)</p>	<p>63. 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:</p> <ul style="list-style-type: none"> a. Students will be officially informed about staff members belonging to a risk group. b. 2 meters distance will be always respected by students and colleagues. c. Further measures will be taken in specific cases upon request from the staff member. 	
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Your **name** (in 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 (DD/MM)
- 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-September 2021