

Hygiene Plan as of 25.01.2021

for the carrying out of language classes

The current hygiene plan contains conduct and operational rules in order to provide the greatest possible protection from infection by the novel coronavirus SARS-CoV-2 during the provision of language courses. The virus can be passed from person to person, mainly through airborne droplet infection (particularly through mucus membranes in the respiratory system, and indirectly through hand to face contact with mucus membranes in the mouth, nose and eyes). Additionally, virus-carrying airborne droplets dispersed indoors are a possible source of infection. Infection through contact with contaminated surfaces can at this time also not be ruled out.

Implementation, demand and monitoring of general rules of conduct

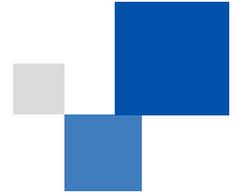
- **Wear a nose and mouth covering** which may also not be removed in the classroom. This mouth and nose covering must be a medical face mask, as defined by the "4th Regulation of Amendment to the SARS-CoV-2 Infection Protection Regulation".
- **Maintain physical distance** (minimum 1.5 m), no physical contact
- **Regular handwashing** (wash hands with liquid soap for 20-30 seconds) especially after entering and before leaving the school. Alternatively, proper disinfection of hands, where regular and thorough hand-washing is not possible.
- Regular airing of rooms (circulating air)
- Observe **coughing and sneezing etiquette** (Cough or sneeze into the elbow or a tissue)
- Avoid touching the eyes, nose and mouth
- **Entrance to toilets one at a time** and maintaining hygiene measures



All procedures will be organised so that everyone on the premises can have a minimum of contact with others

- Wearing of a mouth and nose covering is required in all areas of the school including classrooms.
- Enter and leave the school building while maintaining appropriate physical distancing.
- Please go directly to the classroom
- Please take breaks either in the classroom or outside the building. Staying in the corridors is not permitted.
- Consultations should, if possible, take place by appointment.
- An extra room will be provided while waiting for a consultation
- Use contactless payment when possible - bank transfers are preferred.
- We ask that participants inform us if they have in the last 14 days: returned from another country, have had contact with a returning traveller or with someone testing positive for COVID-19.
- In case of symptoms related to COVID-19, remain at home (e.g. fever, dry cough, breathing problems, loss of taste or smell, throat or limb pain, nausea or vomiting, diarrhea) and contact a physician.





Language Trainers

- All trainers will be informed of the hygiene plan by the Director of Studies
- All trainers will be made aware to remain up to date on hygiene measures in place when teaching outside the school and to conform to these measures
- Teachers will be asked whether they have returned from outside Germany in the last 14 days, have had contact with a returning traveller or had contact with someone infected with COVID-19. Any trainer answering yes to any of these questions may not provide in-person lessons until such time as either a 14 day self-quarantine has been completed or a COVID-19 test has been conducted
- The wearing of a mouth and nose covering is explicitly required in the trainers' room! This is required for all trainers. Awareness of good air circulation in the room is important.
- Trainers will be required to stay at home in case of COVID-19 symptoms (e.g. fever, dry cough, breathing issues, loss of taste/smell, throat or limb pain, nausea/vomiting, diarrhea) and to contact a physician.

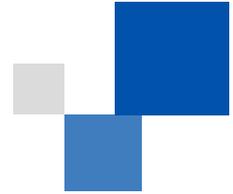
Other Personnel

- All other personnel will be informed by the school management of the hygiene plan and advised to familiarise themselves with the recommendations for office workers and office spaces
- With the public and in conversations/contact with colleagues, a medical mask must be worn.
- Only at fixed personal workspaces may the mouth and nose covering be removed, providing that third parties that do not have a workspace in the given office are not present.
- School management will be kept informed as to whether any employee has returned from outside the country in the last 14 days, or had contact with a returning traveller or someone confirmed to have COVID-19. Employees answering yes to any of these questions will work from home (except for example when appropriate testing can be conducted)
- Employees will also be required to stay at home in case of COVID-19 symptoms (e.g. fever, dry cough, breathing issues, loss of taste/smells, throat or limb pain, nausea/vomiting, diarrhea) and to contact a physician.

Classes

- **Special seating arrangements**, that allow a **minimum distance of 1.5m** between individuals
- No changing of places during classes
- **Avoid shared use of objects/devices** (no sharing or swapping of work materials, pens, rulers etc., no use of computer rooms or books/tablets belonging to the school. Disinfection of communally used pens (e.g. when signing attendance lists) after every use.
- No change of classroom for groups during lessons. Should a group be divided between two rooms during class, the trainer will move between the rooms.
- **Ensuring good air circulation in classrooms** (particularly during breaks and after classes, as well as every 30 minutes during the class)
- Organisation of lesson starts and ends so that hygiene rules can be maintained
- **Staggered break times**, to avoid too many people coming in contact with one another





Consultations

- During all consultations, both consultant and client must wear a mouth and nose covering.
- At the end of every consultation, all surfaces and objects used (e.g. pens) will be disinfected as far as possible
- The consultation room will be completely aired after every appointment (for a minimum of 5 minutes)



Examinations

- A special checklist (see attached) applies alongside the hygiene plan given here.

Cleaning of the school building

- A complete airing of the rooms during the morning and afternoon cleaning
- Cleaning at the beginning or end of the school day and after lessons/examinations, or in case of serious contamination.
- Regular cleaning of surfaces, especially regularly touched areas (door handles, light switches etc.)



Procedure in case of participant illness

In case of **underlying illness** which would cause severe complications in case of infection with COVID-19, both school personnel and participants should make an **individual risk assessment** regarding continued participation in or exemption from classes. If cold- or respiratory-related symptoms appear, the school management must be kept informed. They will manage the situation and if necessary get in touch with the relevant health authority, who in co-operation with the school management will indicate further measures (e.g. exclusion of individual participants/groups from lessons) to be implemented.

Contact persons in case of questions

An open approach to issues and questions is very important to us. Don't hesitate to contact us for advice, help or to be put in touch with another organisation.

Geertje Fischer
School management/hygiene officer

Telefon 030 / 88 47 11 9 15
g.fischer@inlingua-berlin.de

