

Protection concept for providers of further education on the basis of the SVEB's draft concept of 4th May 2020 / 20th October 2020

Name of provider: INLINGUA LANGUAGE SCHOOLS BERN AND THUN

Place and date: BERN, 5th MAY 2020 - *SLIGHTLY ADAPTED IN JULY 2020 / adapted in October 2020*

Measures taken by further education providers to ensure the compliance of hygiene and conduct rules given by the Federal Council in the case of face-to-face events in order to protect participants and teachers

1. Measures to ensure compliance with the FOPH's requirements concerning social distancing

Guidelines of the draft concept provided by SVEB	Measures taken by inlingua
<ul style="list-style-type: none"> - Masks are compulsory in the publicly accessible rooms of the continuing education institution, including course rooms. (The compulsory mask does not apply in class if wearing a mask proves to be difficult due to the activity in class (e.g. wind lessons in music schools). Furthermore, the obligation to wear a mask does not apply to groups of persons who are exempt from the obligation according to Art. 3b para. 2) - 	<ul style="list-style-type: none"> - Masks are compulsory throughout the school building. The minimum distances in the classrooms remain the same. Masks are also compulsory in the teachers' room. - A maximum of 5 teachers may be present in the room. - Masks are also compulsory in the secretariat. - The lift should not be used if possible. If absolutely necessary, only one person per ride may be in the lift. Please do not touch the buttons or the door unprotected.
<ul style="list-style-type: none"> - The number of participants will be reduced according to the space available in the course and group rooms to the extent that it is possible to comply with the distance regulation. 	<ul style="list-style-type: none"> - A maximum of participants per classroom is observed and the number is written on the door. (the furniture has been changed accordingly).

<ul style="list-style-type: none"> - The design of the lessons (especially the choice of methods) will be adapted so that the distance rules can be maintained. 	<ul style="list-style-type: none"> - The tables are placed in such a way that a distance of 1.5 meters can be kept between all those present. - Teachers are asked to stay at the whiteboard or in their seat during the whole lesson. Walking around the room is to be avoided, as this will cause the minimum distance to be undercut. - Teacher air the room at the beginning and during the lesson
<ul style="list-style-type: none"> - The breaks are staggered as required so that the distance rules can also be maintained in break rooms and the toilet facilities. 	<ul style="list-style-type: none"> - As many classes as possible will continue to be taught online so that as little motion as possible occurs at the school. - It is possible to teach online classes or face-to-face again, if they wish so. Please contact the secretariat.
<ul style="list-style-type: none"> - At customer counters, floor markings are applied to ensure that the minimum distance of 2 metres between customers is maintained. 	<ul style="list-style-type: none"> - Plexiglas panels have been installed at the customer counter, at the counter between the secretariat and the teachers' room and in the office between the secretaries.
<ul style="list-style-type: none"> - The distance rules must also be maintained in eating areas. 	<ul style="list-style-type: none"> - For reasons of hygiene, it is not allowed to eat throughout the whole building, except in the teachers' room - always keeping the required distance. If possible, please eat outside.
<ul style="list-style-type: none"> - Activities with higher transmission risks are to be avoided, for example activities with close interpersonal contacts or large numbers of people. 	<ul style="list-style-type: none"> - Please do not form groups before or after classes (for professional or private reasons). If necessary, rather meet outdoors.

Further measures to maintain the social distancing:

<ul style="list-style-type: none"> - Teachers are asked to prepare their classes at home if possible. Those who have free lessons between classes are welcome to ask at the secretariat for a free room. Whenever possible, only one teacher should be present in a room.
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2. Measures to ensure compliance with the FOPH's hygiene requirements

Guidelines of the draft concept provided by SVEB	Measures taken by inlingua
<ul style="list-style-type: none"> - Disinfectants or facilities for washing hands are provided at the entrance, in break rooms and in the course rooms. 	<ul style="list-style-type: none"> - Disinfectant is available at the entrance and in the secretariat. - Please wash your hands regularly with soap and running water.
<ul style="list-style-type: none"> - All premises are ventilated regularly and extensively. 	<ul style="list-style-type: none"> - Please air the room before you start a lesson and during the lesson.
<ul style="list-style-type: none"> - Tables, chairs, reusable course utensils (e.g. flipchart pens), door handles, lift buttons, banisters, coffee machines and other objects that are often touched by several people are cleaned regularly and disinfected if possible. 	<ul style="list-style-type: none"> - Furniture and especially door handles and toilet facilities are regularly disinfected. Nevertheless, we ask you to open the doors e.g. with your elbow or a handkerchief. - Please always bring your own whiteboard markers and do not exchange any other material.
<ul style="list-style-type: none"> - Disposable towels, disposable cups etc. are used. 	<ul style="list-style-type: none"> - Disposable towels are available in the toilet facilities and in the teachers' room.
<ul style="list-style-type: none"> - Magazines etc. are removed from common areas. 	<ul style="list-style-type: none"> - This also applies to the students' and the teachers' libraries (both will remain closed for the time being).
<ul style="list-style-type: none"> - The providers ensure that the measures to maintain distance and hygiene rules are maintained even if an event does not take place in their own premises. The measures are implemented together with the client and the landlord of the building where the event takes place. 	<ul style="list-style-type: none"> - From 11th May 2020 we will start with a few company courses outside the inlingua schools. - Teachers are may demand that the same protective measures be maintained as at our schools. Each company must present its own protection concept.

Further measures to comply with the hygiene rules:

<ul style="list-style-type: none"> - Class cards remain in the office. All teachers are requested to disinfect their hands after the lessons in the secretariat and only then to fill in the class cards in the secretariat. - Run the updates via SVS on a private device if possible.

3. Measures for the protection of particularly vulnerable persons and the exclusion of persons who are sick or feel sick

Guidelines of the draft concept provided by SVEB	Measures taken by inlingua
<ul style="list-style-type: none"> - The attention of customers is drawn to the fact that <ul style="list-style-type: none"> • persons who show COVID-19 symptoms (see Appendix 1) or who have been in contact with infected persons are excluded from attendance. • participants who were provably affected by the Corona virus are not allowed to take part in further training until two weeks after the illness has been overcome. • persons who have a relevant illness according to the COVID Ordinance (see Appendix 2) are recommended to refrain from participating in face-to-face sessions until further notice. 	<ul style="list-style-type: none"> - If teachers notice symptoms (according to Appendix 1) in customers, they will kindly but firmly advise them to leave the classroom. (This also applies if the person should be wearing a protective mask.)
<ul style="list-style-type: none"> - In case of frequent cases of illness in a further education institution, self-quarantine should be implemented. For this situation, a concept should be developed based on the guidelines of the Cantonal physicians on how defined groups within the institution can be separated from each other in order to prevent the further spreading of the virus. 	<ul style="list-style-type: none"> - There are no known cases of Corona at inlingua Bern and Thun to date. - If there will be a case, all persons who have been in contact with this sick person will be informed immediately.
<ul style="list-style-type: none"> - All employees belonging to risk groups can be dispensed from tasks involving contact with participants if they present a medical certificate. 	<ul style="list-style-type: none"> - A few teachers have indicated that they will be teaching exclusively online until at least 8th June 2020.
<ul style="list-style-type: none"> - Employees who were provably affected by the Corona virus may only resume tasks in physical contact with participants and other employees two weeks after the illness has been overcome. 	<ul style="list-style-type: none"> - There are no known cases of Corona at inlingua Bern and Thun to date.

Further measures to protect particularly vulnerable persons and to exclude persons who are ill or who feel ill:

<ul style="list-style-type: none"> - Employees who show symptoms according to Appendix 1 are not allowed to appear for work on site.

4. Measures concerning information and management

Guidelines of the draft concept provided by SVEB	Measures taken by inlingua
<ul style="list-style-type: none"> - The official information material on distance and hygiene rules shall be displayed in a clearly visible position at the entrance and in break rooms. 	<ul style="list-style-type: none"> - Well visible hung up in different languages.
<ul style="list-style-type: none"> - At the start of the course, teachers point out the applicable distance and hygiene rules and the appropriate choice of methods. 	<ul style="list-style-type: none"> - Each teacher explains in the first face-to-face lesson that the rules of distance and hygiene must be maintained by everyone present.
<ul style="list-style-type: none"> - Employees are regularly informed about the measures in connection with the protection concept. 	<ul style="list-style-type: none"> - Changes will be communicated by e-mail.
<ul style="list-style-type: none"> - Employees at particular risk are informed about their rights and protective measures within the company. 	<ul style="list-style-type: none"> - This has already been done individually.
<ul style="list-style-type: none"> - The management ensures that the implementation of the measures defined in the protection concept is regularly monitored. 	<ul style="list-style-type: none"> - The school management and the caretaker carry out regular checks.

Appendix 1: COVID-19 symptoms according to BAG (status 24th April 2020)

These occur frequently:

- Cough (mostly dry)
- Sore throat
- Shortness of breath
- Fever, feverish feeling
- Muscle aches
- Sudden loss of the sense of smell and/or taste

These occur rarely:

- Headaches
- Gastrointestinal symptoms
- Conjunctivitis
- Sniffles

The symptoms of the disease vary in severity, they can also be mild. Complications like pneumonia are also possible.

Appendix 2: Relevant diseases according to COVID-19 Ordinance 2 Art. 10

- High blood pressure
- Chronic respiratory diseases
- Diabetes
- Diseases and therapies that weaken the immune system
- Cardiovascular diseases
- Cancer