

## Berlin Safety Guidelines

- Depending on the size of the classroom there will be **between 4 and 12 students on-site** in order to respect a minimum distance of 1.50 meters between each participants
- A minimum of 4 participants per classroom is needed to open an on-site class
- Below 4 participants, a virtual live online classroom will continue taking place as we have been offering since March 16, 2020
- With 4 to 12 students per level, we will be mixing online and on-site teaching with an adapted technology; students should bring their own laptop or tablet
- In the case we do not have a classroom big enough for the group, students will change every day between on-site and virtual classes. For example, in week 1, group A will have on-site lessons on Monday, Wednesday, Friday and online lessons on Tuesday and Thursday. In week 1, group B will have online lessons on Monday, Wednesday, Friday and on-site lessons on Tuesday and Thursday. In week 2, the groups will switch
- We will adapt the weekly schedule with different starting and breaking times as needed for each class-level in order
  to avoid having more than 15 people in the common areas of the school; current students will be informed directly by
  our student service team whereas new students will be informed by our customer care team on Thursdays about their
  upcoming week course schedule
- Social distancing of 1.50 meters remains key and mandatory, thus will be reinforced during the entire time students are
  at school
- Masks are mandatory for all students. We ask our students to come with their own mask as we also recommend they wear one during their trip to and from the school
- All ALPADIA staff will be wearing a mask when in contact with students. Except for teachers during their lesson respecting the 1.50 meters social distance guideline
- Student temperature will be checked every day on entry at the school
- In case of high temperature, the student will be sent back home for 48h and will be oriented to a doctor if symptoms continue. The doctor will then decide if the student needs a medical examination or if it is enough just to stay at home in quarantine
- In case of positive COVID-19 testing, the student will be asked to stay in their homestay, residence or student apartments for a minimum of 14 days, and we will be following health authorities recommendations
- If students need to quarantine in our student apartment or residence, the school will provide groceries and other essential items directly during this time at no extra cost
- The student support service team is here to help in case people in isolation feel lonely, anxious or even afraid. We are accessible per phone 24/7
- Hand sanitizers will be available in the school area and accommodation
- All school areas and classrooms will be cleaned and disinfected daily
- Surface disinfectant product will be available in school's toilets and lounge, as well as at the student apartments and residence
- The fridge in the lounge is unavailable until further notice
- · Double room accommodation is not available until further notice; single rooms only in host family and student apartments
- Weekly activity program will still be suggested