

COVID-19 SAFETY PROTOCOL

The measures described here respond to the recommendations and regulations established by the health authorities. The measures applicable in Idiomes Lluçmajor are divided into the sections Facilities, Teachers and Students.

1. Facilities.

In this section we describe the measures taken to create and maintain a COVID-free work environment:

- The whole room has two air purifying and disinfecting devices to keep the air clean during teaching. (More info: https://youtu.be/q_kGQcdhOY0).
- Twice a day (at midday and when closing) an ozone cleaning will be carried out.
- After each class, the contact surfaces (tables and chairs) will be cleaned with an alcohol-based cleaner.
- Each day, at the end of the class, there will be a cleaning with bleach.

2. Teaching.

The classes allow the presence of 4 or 5 students. Therefore, the students in each group will rotate so that they can attend the same number of classes in person and online since the same class can be followed in person and online.

Face-to-face classes.

- One must take their own body temperature before coming to Idiomes Lluçmajor. If you have symptoms, you are NOT allowed to attend the class; you can always follow the class online. In the case of symptoms, we must be notified. NOBODY is allowed to attend a lesson with symptoms compatible with COVID 19 (cough, tenths of a fever ...) although there is always the option to follow the class online.
- Respiratory etiquette must be maintained: Cover your nose and mouth when coughing or sneezing with disposable tissues or by using your arm (elbow crease). Do not keep tissues on you, dispose of them in a bin.
- Hand sanitizing. At the entrance of Idiomes Lluçmajor the students will have a hydroalcoholic gel that must be used before entering the classrooms. Students should avoid touching their faces during class, and if they do, they should wash their hands with the hydroalcoholic gel as many times as necessary.
- Safe social distance. The seats of the students are separated by at least 2 meters, as well as teachers and students.

- Use of masks. Students must wear a mask while at Idiomes Lluçmajor. In the classroom the students will have at their disposal hydroalcoholic gel to maintain the hygiene of their hands.
- The bathroom may not be used, except in case of urgent need.
- The groups will be made up of a maximum of 8 people, half of whom will follow the classes in person and the other half online on a rotating basis. For this purpose, the equipment has been acquired to allow the optimum development of the classes.
- No sharing of toiletries, hygiene products, food or drinks. Each student must bring his/her own stationery as we have gotten rid of any type of shared items and materials.
- Avoid social contact (greetings with kisses on cheeks, handshakes, etc.)

3. Teachers and Secretary's Office.

Secretary's Office.

- The information and student management services will be carried out preferably online (videoconference, telephone...) A safety distance will be established for any personal interaction and, additionally, the use of personal protection methods: mask, screen and gloves.
- The preferred payment method is telematic. In the case of handling cash, it will be done with gloves, and the money will be disinfected before being put into circulation.
- The secretary will coordinate with the teaching staff the entrance and exit from the centre.
- They will carry out frequent cleaning and disinfection of the working space, such as: surfaces, door handles, furniture, toilets, floors, telephones, etc.
- Those elements that may be contaminated by the virus and that are difficult to clean (remote controls, shared equipment keyboards, etc. will be isolated with the use of a transparent protective plastic or in transparent plastic bags, and that are in this way, cleaning will be made easier and more frequent.

Teachers.

- They will take their own temperature before coming to Idiomes Lluçmajor. In case of having symptoms, they will stay at home and will notify both the Health Authorities and Idiomes

Lluçmajor. The teaching staff will teach with a methacrylate screen, and additionally with a mask when the safety distance cannot be maintained.

- They will maintain respiratory etiquette: Covering their nose and mouth when coughing or sneezing with disposable tissues or by using their arm (elbow crease). Tissues will be thrown away in a bin and never kept on on self.
- The teachers will ensure that the social security distance between underage students in particular and all students in general is maintained.
- The teachers will ensure that the procedure for starting and ending the class (entrance to the classroom - removing the mask - collecting material - washing hands - putting on the mask - leaving the class) is followed.
- The teachers, together with the secretary's office, will ensure that the entrance and exit from the centre is done in an orderly manner, maintaining a safe distance.
- They will avoid social contact (greetings with kisses on cheeks, handshakes, etc.)
- They will not share hygiene products, food or drink.
- Those elements that may be contaminated by the virus and that are difficult to clean (remote controls, shared equipment keyboards, etc.) will be disinfected. This will facilitate and establish a frequency of cleaning.

This regulation is subject to the changes established by official regulations.