



ALPADIA
LANGUAGE SCHOOLS
by Kaplan International

Berlin

Safety Guidelines

- Depending on the size of the classroom there will be **between 4 and 14 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 a class.
- **Below 4 participants**, the number of on-site lessons will be reduced. In case of 3 participants, the standard course will change to 3 lessons per day. If 2 students, 2 lessons per day and if we have only 1 student, it will be 1 lesson per day.
- **With 4 to 14 students per level**, we will be organising 100% on-site lessons. There may be a double run with afternoon lessons.
- 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 by our academic team or student support team on Fridays about their upcoming week course schedule. New students will be informed by the Customer Care team/their agency on Thursday before arrival if they have afternoon lessons.
- **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/residence the school will provide the shopping service and students will have to reimburse upon their return to school (cash).
- 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.
- We highly recommend the student to bring a laptop or a tablet with them in case they have to quarantine (this is to follow the online lessons during the quarantine).