



BERLIN SCHOOL OF
BUSINESS & INNOVATION

20/21

Protection and Hygiene Concept

For face-to-face teaching
and events of any type of campus

Enterprise • Leadership • Success

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Version 2

Since the start of the COVID-19 pandemic, the safety of students, staff and faculty have been at the forefront of BSBI's response. To ensure our students can continue studying, we have adapted our teaching, learning and delivery methods. As we welcome back our staff and students, we have introduced comprehensive safety measures to our campus which are adhering to the most recent recommendations of the Berlin Senate and the Robert Koch Institute.

All staff and students are required to follow strict hygiene measures while on BSBI's campus. Sanitary equipment provided together with the new strict procedures listed below for staff, students and general visitors make up the hygiene concept to help prevent the spread of the COVID-19 virus.

Recent travel to Germany requirements



If any student, staff or visitor has recently travelled to Germany from a so-called 'risk area' where there might be an increased risk of infection, travellers are obliged to take a COVID-19 test at their point of arrival in Germany (e.g. at the airport). This is to control the spread of COVID-19. Travellers returning from these areas must quarantine for 14 days after their return. However, if a visitor is able to provide a negative COVID-19 test, they are exempt from quarantining. The Robert Koch Institute has compiled a list of 'at risk' countries or areas and updates them continuously: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html

This policy is regulated by the German federal states. Both testing and quarantining measures apply, even if the country in question was declared an 'at risk' area during the person's stay there. The decisive factor is the time of return to Germany from one area and whether that location is 'at risk'.

Students and visitors will be asked to confirm to us, via signed forms that they have, in accordance with existing official regulations:

- a. Not entered the country from an 'at risk' area within the last 14 days;
- b. If they have, that they have had a negative COVID-19 test after returning to Germany as stipulated by the federal authorities;
- c. Or, have been in quarantine for 14 days before coming to campus.

Access Control



It is compulsory for staff and students to wear their lanyards and ID cards when entering BSBI's campus. Anyone unable to present one will be asked to sign in via the visitors' book and wear a badge which needs to be returned to reception upon leaving the campus.

All students must have their most up-to-date German address updated in our student records system. This must be done prior to visiting the campus directly via MyPage or by emailing studentservices@berlinsbi.com.

Students must also sign a hygiene declaration prior to or on the first visit to campus, confirming details of recent travel, their current address and whether they might have been in recent contact with someone with the virus.

Visitors are required to fill in a visitors' card, listing their full contact details, including their home address and further confirmation of recent travel or contact with anyone infected with the virus. This information will be securely stored and kept for a period of four weeks, after which they will be destroyed.

Students are not allowed to visit the campus, attend classes or take part in exams if they:

- Have had contact with infected people;
- Show cold/ flu-like symptoms at any given time;
- Belong to a high-risk group

Increased body temperature without further symptoms is also a reason not to attend college. For those students unable to attend exams due to coronavirus symptoms, alternative arrangements will be made for them to sit their exams and the re-sit fee will be waived upon, provision of a medical note.

If staff or students are at an increased risk of a COVID-19 infection due to a previous illness, this risk must be assessed and documented by a doctor. This also applies if a person living in the same household has a corresponding illness.

If any of the above cases apply and relevant documentation is provided, the person must remain at home and attend classes/work online. If staff or students have had contact with an infected person, they must send BSBI a statement from the health department. In all other cases, a doctor's statement needs to be issued for the symptoms mentioned, which must be submitted to BSBI within three days or as soon as possible after the first missed days of classes/work.

Masks

Wearing mouth and nose covering is compulsory while moving around campus. These can be removed while seated but readily available for use.

To avoid the spread of the virus and for general etiquette, everyone must cough or sneeze into their elbow, mask or a tissue, not into their hands. The tissue must be immediately discarded and they must then wash their hands.

Distance

Face-to-face teaching will resume in hybrid mode. This means that specifically classes (groups of students) larger than 25 students will be split into two, with one half participating face-to-face while the other half will participate online. As such, classes will be streamed online via the video conferencing facilities available. Students will be rotated to ensure everyone has approximately the same number of face-to-face classes. Students who have not yet arrived in Germany will continue attending their lectures online.

While the minimum distance of 1.5m is no longer applicable on campus, all staff, students and visitors are required to maintain as much distance from other people as possible. This applies especially in corridors, toilets and other narrower places.

Floor markings and signs are in place to support the maintenance of proper distancing between individuals and these must be respected at all times.

After class, students will be asked to disperse as quickly as possible and avoid gatherings in corridors or other narrow areas.

Staggered class times

Staggered start times of classes are also in place to ensure the limitation of the number of students arriving at the same time. The times are in line with timetables and must be strictly respected.

Room ventilation

During warmer weather, windows will be kept open at all times. As we move towards the colder season, all classrooms and offices will be ventilated for ten minutes every hour. This will be carried out by tutors in classrooms and staff in offices. During break times, doors and windows will be kept open.

Sign in regulation

All visitors and students who are unable to present their ID card must sign in the visitors' book. They will be issued with a badge which must be worn at all times while on campus.

Only one student or visitor is allowed to enter the student support offices at a time. No groups are allowed.

All students and visitors are encouraged to use the stairs. If they are unable to take the stairs, only one person can use the lift at a time.

Attendance to classes

Attendance to all classes remains mandatory and will continue to be marked in class. To avoid the attendance register passing from one student to another, attendance will be called out by the tutor who will mark the student as present. If students are also participating online, their names will be called out and marked as participating online.

The full address of students, their phone numbers and email addresses are kept in the student record system and students must update these regularly.

Classrooms access

Classrooms with two doors will have one door dedicated to entry and one to exit, these will be marked with Entrance only and Exit only signs.

The rooms with only one door will only allow small groups of students to enter.

Classrooms have furniture set up in the best possible arrangement to ensure a safe distance between students and between student and tutor.

Only one student per desk is allowed and excess chairs have been removed.

Cleaning, disinfection and sanitary equipment

All used areas are cleaned on a daily basis. Particular attention is given to common areas with the highest circulation and especially the main doors, office handles, reception area, toilets etc.

Hand disinfectants dispensers are frequently available in common areas, toilets and in every classroom. All offices are also provided with hand disinfectants.

All staff, students and visitors are asked to wash their hands regularly with soap for at least 20 seconds and also use our disinfectant dispensers in reception, offices and toilets.

Staff and students will be provided with masks upon request.

Signage assist staff and students to be mindful of the best physical distance. Posters are present around campus as a reminder of the hygiene rules.

Should a positive test result of COVID-19 be received by any member of staff, student or visitor

In the case that any member of staff, student or visitor receives a positive test result for COVID-19, they are must inform BSBI immediately. This should be done by emailing studentservices@berlinsbi.com or by calling us on +4930509306050 and the relevant test result details must be provided.

As soon as this is received, BSBI will then establish in the greatest detail possible the date, times and details of when the infected person may have been in contact with other members of staff and students.

Based on the attendance records kept, BSBI will then contact all individuals that the infected person has been in touch with, requesting that a COVID-19 test is immediately carried out and the test result also shared with BSBI, so we can further trace other possible chances of infecting other people.

The areas potentially visited by the infected person will then have a full disinfection by a professional company ready to carry out these services for us at short notice and using approved and tested chemical free disinfection products. This includes the emission of a fog in the required area which has a very high efficiency rate. This is completely safe for human contact and the area can be used 25 mins after the disinfection.

The infected student or staff will then be required to produce a negative result to a COVID-19 test before being permitted to access the campus again.

Anyone with a possible infection of the virus can fully access all our services and classes via the online systems in place.

Deliveries of goods are exempt from the policy.