

# PROTOCOL FOR STUDENTS' ARRIVAL AND STAY AT THE ISHA CENTER FACILITIES IN THE PROCESS OF RETURNING TO THE NEW NORMALITY DUE TO COVID-19

DATE : JUNE 2020

CODE : PO-REI-01-00

ELABORATED: BLANCA E. PIMIENTA R.

REVIEWED: MARIA LAURA MONDELLI

## OBJECTIVE

To establish prevention and control activities during the students' arrival and stay within the Isha Center facilities, in order to avoid the risk of infection by COVID-19.

## SCOPE

This procedure applies without exception to all students who enter the center, in compliance with the guidelines on the return to the new normality.

The necessary recommendations to follow are established at the beginning of a student's trip from their different places of origin.

The guidelines to be followed during the stay and coexistence within the Center are to be established here.

The indications detailed here are only intended to support a balanced transition process that in no way endangers the most important good: people's health and life.

## RESPONSIBILITIES

It is the responsibility of the Isha Center to establish the necessary controls to minimize the risks of this disease.

It is the responsibility of the people who enter the center to strictly comply with the provisions of this document.

It is the responsibility of the students to inform, before the trip, if they have been in contact with an infected person or with someone who has a suspected infection by COVID-19.

## GENERAL INFORMATION ABOUT SARS-Co-V-2

Coronaviruses are a family of viruses that cause disease (from the common cold to more serious respiratory illnesses) and exist between humans and animals.

In this case, SARS-COV2 appeared in China last December and causes a disease called COVID-19, which spread throughout the world and was declared a global pandemic by the World Health Organization.

Human coronaviruses are transmitted from one infected person to others:

- through the droplets that a sick person expels when coughing and sneezing

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- when touching or shaking the hand of a sick person,
- when touching an object or surface that is contaminated with the virus and then bringing your dirty hands to your mouth, nose or eyes.

The symptoms are: cough, fever, headache and might be accompanied by any of the following:

- difficulty breathing
- sore or burning throat
- runny nose
- Red eyes
- muscle or joint pain
- diarrhea
- conjunctivitis
- headache
- loss of sense of smell or taste
- skin rashes or loss of color in the fingers and toes

The best ways to prevent the infection are:

- Wash your hands with soap and water frequently and use 70% alcohol-based gel solutions.
- Practice coughing and sneezing etiquette: cover the nose and mouth when coughing or sneezing with a disposable tissue or the internal angle of the arm.
- Do not spit. If necessary, use a disposable tissue, put it in a plastic bag, tie it and throw it in the trash; then wash your hands.
- Do not touch your face with dirty hands, especially nose, mouth and eyes.
- Clean and disinfect surfaces and objects of common use in offices, closed places, transportation and meeting centers, among others.
- Maintain a healthy distance (at least 1.5 m) during interactions. <sup>[1]</sup><sub>[SEP]</sub>

## PROCEDURE

### 1.0 CONSIDERATIONS FROM STEP ONE: PREPARING YOUR SUITCASE

- 1.1 Wash your hands and disinfect them with a 70% alcohol-based gel.
- 1.2 Clean the outside of your suitcase using a damp cloth, preferably with a solution of water and mild soap.
- 1.3 Spray the inside and outside of your suitcase with a disinfectant spray and allow it to dry.
- 1.4 Note: cleanliness may vary depending on the manufacturing material of your suitcase, disinfection is a necessary step.

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- 1.5 Proceed to store your belongings, always maintaining the necessary hygiene measures. We recommend you bring a change of clothes in a carry-on suitcase, so you can exchange them upon your arrival at the center.

## 2.0 RECOMMENDATIONS TO FOLLOW AT AIRPORTS OR BUS TERMINALS.

- 2.1 The student must wear the following from the moment they leave home: 3-layer pleated mouth mask and a face shield protection, as indicated in the following photos:



### *Important notes:*

- *the face shield must be reusable. The photo indicates the correct way to use both protections.*
- *Each student must ensure their supply of these equipments during their stay at the Isha Center. It is recommended to bring at least one box of 3-layer pleated masks.*
- *Personal protective equipment must be worn throughout the journey until arrival at the Isha Center facilities.*

*Note: it is not recommended for any reason to remove and touch the face shield.*

### 2.2 Upon arrival at the airport, go to the baggage wrapping service area.

2.2.3 Use as few baskets as possible when passing through airport controls and transportation lines.

2.3.2.4 Maintain, as much as possible, social distance, which refers to the minimum necessary distance when in contact with people (1.5 meters).

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## 3.0 THE STUDENT ON ARRIVAL AT THE ISHA CENTER

3.1 As soon as you get out of the vehicle, you will be received by center personnel at the Control post, who will proceed to spray the clothes, hands and outside of your suitcase with a 70% Alcohol solution. Shoes will also be disinfected.

3.2 Your temperature and oxygen levels will be taken.

*Important note: In case of detecting any sign outside the normal parameters, the student will be sent to the Stay and Isolation Area where he will remain until the next steps to be taken are defined, including medical attention according to the Emergency Health Protocol.*

3.3 At the same control point, your suitcase will be opened so that all belongings are sprayed with the 70% alcohol solution.

NOTE: This solution will not harm your clothing and personal items.

3.4 You will be taken to the reception area where you will clean your shoes again, prior to entering this space.

3.5 You will access the bathroom to proceed with the hands cleaning and disinfection according to the established procedure.

3.6 Discard the face mask in the indicated container and wash the face shield with soap and water. Use disposable paper to dry the face shield. If necessary, repeat handwashing before putting the face shield and clean mask back on.

3.7 Proceed to complete the required documents.

3.8 The Center staff will provide an induction regarding the practices to be followed within the facilities and which have been described in the **Health Safety Protocol** presented to the authorities for health preservation.

Note: In case of being more than one person, the reception process will be carefully carried out maintaining the allowed Social Distance.

3.9 After completing the registration process, the center staff will take the student to his/her room.

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#### 4.0 THE STUDENT INSIDE THE ROOM

- 4.1 Remove the face shield; it is recommended to keep it clean in a bag while not in use.
- 4.2 Remove and discard the face mask in the trash can.
- 4.3 Proceed to take a shower, placing all the clothes that you have used during your trip in a plastic bag. Knot it properly.
- 4.4 Continue to unpack your belongings, trying at all times not to place any objects on the remaining beds, in order to avoid cross contamination.
- 4.5 Designate a pair of shoes for exclusive use within the center.
- 4.6 Put your belongings in the designated space.

#### 5.0 WITHIN THE COEXISTENCE DURING THE FIRST 15 DAYS (QUARANTINE PERIOD), THE STUDENT:

- 5.1 Will spend the first 15 days doing all activities in their own room and the established space for eating, exercising, unification and expression.
- 5.2 Will maintain social distance from roommates, cleaning staff and center staff.
- 5.3 At the end of this period, the activities will be carried out according to the guidelines that the Center has established for coexistence in common spaces. This will be done in an orderly and staggered manner.

*Important note: The quarantine period is established to guarantee that people inside the Isha Center are free from COVID-19, these measures are intended to maintain their health throughout the start of this program and in it. For this reason, staying within the premises of the center at all times will be one of the guidelines to follow. Only in the event of force majeure and under authorization, the student may leave the premises, always carrying out all preventive measures.*

*This process can be modified according to what has been instructed by the state and federal authorities in the process of the Return to the New Normality.*

#### 6.0 WITHIN THE COEXISTENCE AFTER THE QUARANTINE PERIOD:

- 6.1 The student will be accommodated in another villa at the end of the quarantine period, being able to share with other students who have gone through the same process.
- 6.2 Inside the room, personal hygiene measures and recommendations to reduce the risk of infection should be followed: washing and disinfecting hands, using the coughing and sneezing etiquette, not spitting or touching the face with dirty hands. The use of face masks is also necessary.
- 6.3 The student will provide natural ventilation of the room most of the time and as much as possible.

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- 6.4 The use of hand towels is personal and should be followed throughout the process, we recommend their constant change. The use of 70% alcohol-based gel inside the room is personal as well.
- 6.5 Note: it is recommended to bring 2 to 3 hand towels for personal use. The use of antibacterial gel in the common areas will be provided by the Isha center, however, it is the responsibility of each student to bring one for personal use. Each student is responsible for keeping the space for personal belongings tidy and clean.
- 6.6 It is recommended to avoid the use of watches and jewelry, beards and mustaches since they are reservoirs of viruses and microorganisms.
- 6.7 It is recommended not to share objects of common or personal use such as telephones, headphones, pens, personal protection equipment.
- 6.8 It is not permitted to keep food inside the rooms.
- 6.9 It is necessary to clean your shoes at the entrance and exit of each villa.
- 6.10 Each villa will have a route to places of common use such as the dining room and expression area.
- 6.11 It is recommended as much as possible to avoid touching the handrails of the stairs with your hands.
- 6.12 It is important to respect the established social distance (1.5 meters), during lunch and unification hours; this measure will be complied with as long as it continues to be established by the state and federal authority within the guidelines of the return to the New Normality.
- 6.13 It is necessary to comply with the schedules established by the center for the different common activities, in order to avoid overcrowding in places of shared use. Such schedules will be established and may be modified according to what is indicated by the state and federal authorities within the guidelines of the return to the New Normality.

COMPLETE NAME

SIGNATURE

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