

Date: June 29, 2020

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## **Attendance and stay at the Boarding School - handling of COVID-19 at the Boarding School - with adjustment, June 29, 2020**

Dear students and parents,

The Ministry of education and the health agency have released new guidelines for schools for how to prevent the spread of COVID-19.

Therefore we have recompiled our own rules and guidelines.

The boarding school is a home for young people who studies at Nyborg Gymnasium and at the same time a workplace for our team. In the present situation we are in, we have to take many parameters into consideration. Our implementation of the entire set of rules must protect everyone which might collide with the hopes and wishes from each individual. The trade-off stands between acting responsible as a boarding school by reducing the risk from COVID-19 and at the same time create a conducive environment for everyone involved. Reading about our rules can be overwhelming but please remember that we all have to act responsibly to protect ourselves and others. We see it as a shared responsibility that we succeed as a unit. We all have a shared responsibility to reduce the risk of COVID-19 from entering the Boarding School and to reduce it from spreading in general.

**It is expected that all the following guidelines and rules are followed when arriving and staying at boarding school.**

### **Attendance**

If you use public transport in connection with your arrival, it is important that you follow the authorities' guidelines on your way to boarding school.

**IMPORTANT** – You must contact the undersigned between 8-9 on August 8, 2020 if you have fallen sick or have any symptoms because we must decide on whether you can return or not.

**IMPORTANT** – You must contact the undersigned between 8-9 on August 8, 2020 if you have been in contact with anyone that have been infected by COVID-19 within the last 2 weeks because we must make a decision on whether you can return or not.

**IMPORTANT** – You must contact the undersigned if you are travelling from another country (follow the guidelines in the letter 'ATTENTION - if you come from abroad').

Your temperature and general condition will be evaluated before you can enter the Boarding School. Please do a self-assessment before you depart from home. You must understand the reasons why we must take those precautions.

### **Arrival when you return to the Boarding School / the apartments.**

You can be brought to the parking at the gymnasium. Keep a reasonable distance to others and walk to the Boarding School on your own. You must walk directly to the main entrance where one of our staff members will welcome you according to the procedures mentioned earlier.

It would make sense if the person who brought you stayed nearby until you have undergone the checks and your return to the Boarding School or Apartment have been approved.

### **Precautions on arrival and onwards**

When you arrive at the Boarding School or Apartments you must comply with the rules stated by the government and the Boarding School

**In public you have to keep a 1 meter distance and within the Boarding School area the rule is to keep a 2 meter distance.** You must comply with that rule.

The reason for the 2 meter distance at our own premises is to avoid gathering of crowds and that some situations emphasise to keep a 2 meter distance. To have only one distance measure (2meters) at our own premises makes it easier to understand and to enforce. We have been discussing these measures with the authorities and they have confirmed.

- **You must wash your hands on a regular basis and use hand spirits.**
  - You must wash your hands and / or use hand spirits before and after every meal.
  - You must wash your hands after each visit at the toilet.
  - You must wash your hands and / or use hand spirits when you have been out and return to the Boarding School.
  - We highly recommend that you use hand spirits after having touched any public surfaces when as you move around.
  - You must in general comply with the rules and regulations about hygiene from the authorities and the school.

## **Socializing / Spare time / contact with others**

**You will be assigned a social group at the boarding school.** The people you are in a social group with can be closer and you can visit each other in your mutual rooms / apartments. Everyone else you have contact with at boarding school, you must keep a social distance to.

At boarding school you must comply with the rule of 2 meters distance and in public areas follow the rule of minimum 1 meter distance (depending on the situation you are in). And for the common areas you must comply with the max. number of persons and only seats marked with green can be used.

### **Notice**

The social groups are made on the basis of the authorities' guidelines on contact reduction, hygiene and the possibility of isolation. The groups that are created cannot be changed, since they are made based on where you live at the boarding school.

### **Groupings other than your own social group are not allowed.**

The following applies to both boarding school and apartments.

- The students in a social group can visit each other in their rooms and apartments.
- It is not allowed to have close contact with others (other than those in your own social group), without respecting the distance of 2 meters.
- Visiting from outside is not allowed.

### **When you leave the Boarding School/Shopping**

Follow the authorities guidelines when you in general leave boarding school.

Remember that you must stay at boarding school in the introduction period - until August 21, 2020.

You can order for food. We emphasise that you use contact less cards or Mobile pay when you pay. The person who delivers the food must place it at the main entrance, so you avoid any direct contact.

### **Common areas**

The following applies to our common areas:

- Only a certain number of students are allowed to sit in the dining hall as well as in the other common areas where you have to keep a social distance to the other social groups. You must sit in the seats marked with green.
- You have to be 2 students at a time at the distance buffet.
- Keep a distance in the bicycle basement.

- There can only be one social group at a time in the activity room in the basement (maximum 10 students in the room - fire rules).
- Check the markings in the common areas in relation to the number of people.

## **Illness / Infection**

**You must contact the boarding school teacher on duty if you fell sick during your stay day or night regardless of the specific symptoms.**

The Boarding School have specific procedures to be followed in relation to students falling sick and specific procedures that relates to COVID-19 where PPE will be used.

## **Attending the school**

We have a very clear expectation that you follow the guidelines concerning keeping distance and hygiene. It is your responsibility to take care of your self and the people surrounding you.

At the boarding school we have some procedures for when you attend the School.

- You have to wash your hands and use hand spirits before you leave the school and when you return at the Boarding School or apartment.

## **Meals**

**All meals can be eaten in your own room or in one of the others, from your own social group.**

**The food groups will in turns, have the opportunity to eat in the dining hall or outside.**

You and your social group are linked to a meal group and must attend at the time your group is assigned. It is important to meet up precisely and you can't change group.

Keep your distance also at the buffet (2 meters). Keep an eye on the markings in the room.

You must wash your hands and / or use hand spirits before and after a meal.

All the food is arranged on the plate for security reasons.

## **Alcohol**

During the intro period up to and including 21 August 2020, alcohol is only allowed by the intro event on August 14, 2020.

## **Your room / your apartment / use of toilet and bath / common areas**

**The bath and toilet facilities will be divided so that a number of rooms share bath and toilet. This will be marked on the doors and you must comply with that rule.**

The toilet in the hallway will be available to the students living at Campushaven / Orange corridor, so they have a toilet to use when they are at boarding school.

Authorities have set up cleaning guidelines.

It is your responsibility to ensure that your room/apartment is properly cleaned during your stay in this period. We will do check up of how clean your living spaces are.

In relation to those of you who share a room / apartment, special attention has been made from the authorities towards cleaning. You will get detailed information on this at startup.

We expect that you are keen on your personal hygiene especially also when you use the bathrooms and toilets and also common areas.

More resources have been allocated to keep a high level of hygiene within the premises and we hope that you will support this measure personally.

## **The boarding school team/ the office**

The boarding school team will be on duty 24/7 for you. We all need to work together as a team to make this work.

Our base is the office and the teachers table in the dining hall.

Because of the new situation we are in, whenever you come to the office, you are not allowed to enter the office even when the office door is open, just ring the door bell and the teacher on duty will come to the door and attend to you. Remember to keep your distance when you come to the office door.

You will maybe see us make use of protective equipment.

## **Lectio / our communication channel**

It is very crucial that you do check up on your lectio messages regularly, because important information will be passed on to you and others via this communication channel.

## **Important final remarks**

It is important that you comply with the rules and guidelines that have been mentioned above.

There will be sanctions in case you do not follow the rules and guidelines. In worse case, you will be asked to leave the boarding school.

The situation we are in is still serious and challenging for everyone. It is therefore important that you spend time on figuring out what will be expected from you during your stay at the boarding school.

Best Regards,



Betina Hyldgaard Andersen  
Head of the Boarding School

Appendix:  
Poster from the National Board of Health



DANISH HEALTH  
AUTHORITY

[corona | covid-19]

# Novel coronavirus

## Protect yourself and others

The novel coronavirus typically spreads from one person to another in places with many people present via direct physical contact (shaking hands, hugging, kissing, etc.) and via droplets when an infected person coughs or sneezes.

Take care of your health and protect others by doing the following:



**Wash your hands frequently  
or sanitize your hands with  
an alcohol-based hand rub**



**Cough or sneeze into your  
sleeve, not your hands**



**Limit physical contact**  
– avoid handshakes, refuse  
kisses on the cheek and  
avoid hugging



**Be diligent with cleaning**  
– both at home and in  
your workplace



**Keep your distance and ask  
others to be considerate**

30.03.2020

[coronasmitte.dk](https://coronasmitte.dk)

[sst.dk/corona-eng](https://sst.dk/corona-eng)