



22 rue Rambuteau 75003 Paris (France)
(+33) 1 40 27 86 58
contact@efiparis.com
www.efiparis.com

NEW COVID 19 HEALTH PROTOCOL

Last updated on July 7, 2021



This protocol has been designed in accordance with the national protocol of the lifting of lockdown, the prescriptions of the French Ministry of Solidarity and Health and the recommendations and advice of the French Ministry of Labor for the continuing education sector. This protocol may be revised according to the evolution of the health situation and governmental recommendations.

This protocol is intended for **employees**, **students** and **course participants**, sent by e-mail to everyone and given in paper form to those who wish to receive it.

Wearing a mask is compulsory for everyone

within the school since July 20, 2020.



Let's remember the **shielding measures** and the importance of **social distancing**:

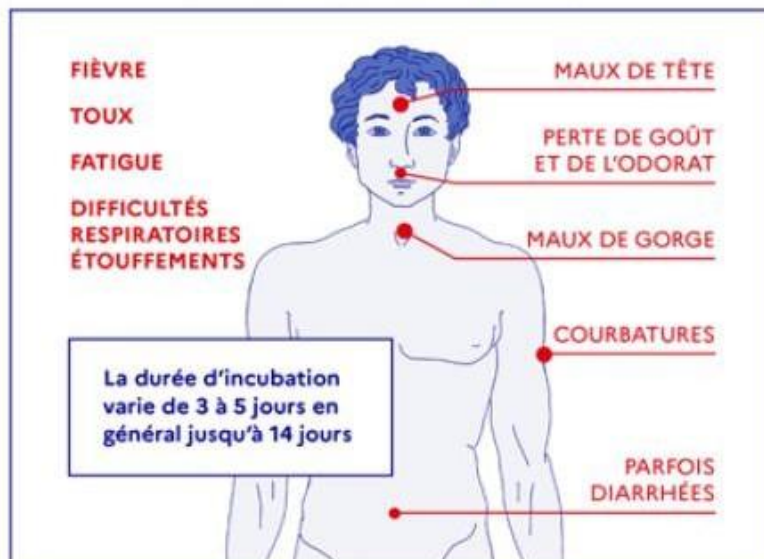


Whenever possible, a distance of one meter should be maintained between people

SYMPTOMS OF COVID 19

- Fever (chills, sweats)
- Headaches
- Muscle soreness
- Cough or increase in usual cough
- Severe decrease or loss of taste or smell
- Sore throat
- Diarrhea (sometimes)
- Unusual tiredness
- Unusual shortness of breath when talking or making small efforts

Quels sont les signes ?



The COVID referent for the school is **Sophie HUEL, the manager**.

If a student or an employee presents symptoms suggestive of COVID 19, **he/she should not come to school**, inform the school and make an appointment with a doctor.

The number **15** is the **SAMU (EMS)** number, reserved for emergencies.

The **SOS médecins** service is a service of general practitioners who come to your home in case of emergency and can be called 24h/24: **01 47 07 77 77**.

The number **0800 130 000** is an **information number on the coronavirus**.

A fever higher than 37.5° can be a symptom: course participants and employees are asked to **take their temperature before coming to the school**. If necessary, **the school has a thermometer**.

If **symptoms occur at the school**, the person will be **isolated quickly with the application of shielding measures (mask, distance)**. The **COVID referent** or the **educational director** must **be notified immediately**. The person must **leave the school with a mask** and make an appointment with a physician.

If he/she cannot leave the school immediately, he/she will be **isolated in the office** (located in the area near the staircase and toilets). **The person who remains in contact with her should keep a maximum distance**. If necessary, the school can arrange for a medical appointment. The school will call the emergency services if necessary: the emergency service number is 15.

Persons who are "**contact cases**" of a person infected with COVID are required to **isolate themselves for a period of 7 days** and to **have a PCR test at the beginning and end of the isolation period**. This period is subject to change as the health crisis evolves and information becomes available.

HYDRO-ALCOHOLIC GEL, MASKS, GLOVES

Upon arrival at the school, it is requested to **wash the hands with hydro-alcoholic gel**.

Hydro-alcoholic gel is available at the front office, in each classroom and in the room located in the basement, accessible only to employees.

Wearing a mask is mandatory for everyone in the school since July 20, 2020. Masks must be disposed of in the **closed mask garbage can** located near the restrooms in the reception area.

Wearing gloves is not recommended.

Classrooms have been set up with the goal of maintaining social distancing as much as possible.

Face masks are given to employees on a regular basis (1 mask per half work day).

Students can buy masks at a price of 1 Euro per mask. The payment will be made in an urn without giving change.

COURSES AND CLASSROOMS

Each student or course participant is asked to **bring his or her own material**: the material (pen, eraser...) must not be shared

There will be a 10 minute **break** in each class, at different hours when classes take place at the same time. Students are asked to **stay in the room**, they cannot **stay in the common courtyard of the building**.

Doors should be left **open** as much as possible.

Wipes are available **in the restrooms** for cleaning **contact points**.

At the end of class, the teacher will clean the tables, chairs and contact points (handles, switches, computer buttons, TV buttons, etc.) with disinfectant, cloths and/or paper towels provided.

The rooms are ventilated in the morning before class, between classes and in the evening.

LIBRARY

In order to borrow books, students can **contact the professors or the secretary's office**. Upon return of the book, the cover will be cleaned with a wipe and the book will be put to rest for 5 days.

RECEPTION AND OFFICE

Course participants are asked to respect a **minimum distance of one meter**.

Whenever possible, staff members should **clean contact points** (telephone, copy machine, other equipment) with a cloth and disinfectant liquid.

The front and the main offices are also **ventilated at least 3 times a day** for at least 15 minutes

WC

The students and the teacher of **room 1 and 3 will use the toilets located in the reception area** or the toilets in the inner courtyard.

Students and teachers in **room 2 will use the toilets located in their room** or the toilets in the inner courtyard. The same applies to other members of the school on site.

Wipes will be available **in the restrooms** to clean **contact points** after use.

The toilets will be cleaned in the evening.

MEALS

Employees may **eat** in the **basement** room or in **a classroom if it is ventilated 15 minutes before the next class begins**. They must respect **social distancing** during the meal and **clean the table and contact points** after the meal with a wipe or cloth and disinfectant liquid.

Students may not eat at school. No beverages will be offered or available, it is recommended that everyone bring their own water bottle or flask.

ROOM CLEANING

The school floor is cleaned in the evening after school.

Protocol established by Sophie HUEL and Messade ILMANE