

# COVID-19

## Health and Safety Precautions



Welcome to the  
Connexxo Italia Academy!

Via Giosuè Carducci, 125/Scala A,  
20099 Sesto San Giovanni MI, Italia




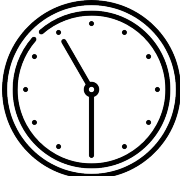




<https://connexxo.it>  
[office-italia@connexxo.com](mailto:office-italia@connexxo.com)


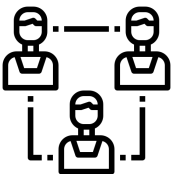
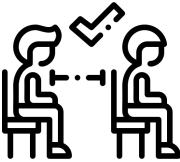


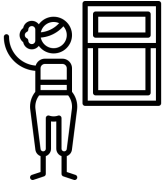
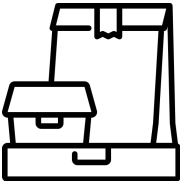
### We care for your health and your safety!

Of course we are taking all the measures required by national and local law to prevent the spread of COVID-19. On the top of that, we believe a great learning experience can be achieved only when the participants also *\*feel\** safe, therefore our team has developed a series of additional measures for the protection of participants and trainer.

We want everyone to feel safe and comfortable while staying with us.  
Thank you for supporting us in our mission.

We invite you to read the following instructions carefully.  
Feel free to ask if anything is unclear.

	If you are not feeling well on the day of the event, please stay at home and let us know immediately. Any cancellation related to Coronavirus is free of charge, even at the very last moment. You will get the full amount of the money back that you paid for the course or you can postpone your participation to a later course of the same type.
	Wearing a mask is mandatory for entering the building. In the entrance hall of the building you find a station with hand sanitiser for your convenience. In alignment with the health and safety recommendations, we encourage you to wash and sanitise your hands regularly, especially when entering or re-entering a room or building.
	The Connexxo Italia Academy is located on the second floor. Feel free to use the stairs, which are located beside the elevators. When you prefer taking the elevators, make sure only one person enters at a time, to keep the minimum distance of 1.5 meters.
	With the course instructions prior to the course, all participants are informed about a special time slot for their access to the Academy. We are trying to limit the amount of people waiting in front of the office for their turn to be admitted. Please try to schedule your arrival to meet the time slot we communicated to you.
	Prior to the course, all participants are sent a COVID-19 related form for contact tracing to be filled-in, signed and handed over at the entrance. You can help speeding up the access procedure by printing the form, adding the relevant data, signing and bringing it with you (one form needed for each course day).
	At the entrance, your temperature will be taken with the aid of a contact-free forehead thermometer by a Connexxo team member, wearing a mask and a plexiglass shield for enhanced protection. On the reception desk, you find a picture of her without the mask - please imagine her smiling at you all the time, because that's what she is doing, even if you cannot see it.
	Should your temperature be higher than usual (more than 37.5 °C) or should you show any symptoms that are typical for a COVID-19 infection, we are not allowed by current regulations to let you in. Please take good care of yourself and of the people around you, contact a doctor to get tested as soon as possible and make sure to let us know in case of a confirmed infection. Also in this case, you will get the full amount of the money back that you paid for the course or you can postpone your participation to a later course of the same type.
	There is another contact-free hand sanitising station at your disposal in the entrance area of our office as well as in all of the rooms we use for the course. In the restrooms, you find contact-free soap dispensers and paper towels. Washing your hands is even more effective than using sanitising gels provided it is done correctly.

	<p>For additional convenience and in cases of unexpected additional need, Connexxo offers disposable surgical masks for free to all our participants. Feel free to ask. For the entire time that you are inside the Connexxo Italia Academy, you will be required to wear a mask, even when sitting down in the classroom, as per current Italian regulations.</p>
	<p>Wearing a mask is not enough to minimise the infection risk - social distancing, i.e. maintaining a distance of at least 1.5 meters to anyone around you, has proven to be one of the most effective measures to contain the spreading of the Coronavirus. Please always keep this in mind, especially when moving around in the Academy or waiting in a line-up, for instance in front of the rest-rooms. We have put up some floor signs to help you remember.</p>
	<p>The workplaces, all the tables and chairs for the course have been set up in accordance with COVID-19 regulations, so the minimum distance of 1.5 meters can be kept throughout the course. There are signs in the room and on the table to remind you of keeping the distance to your fellow-students even in times of group work or when standing up.</p>
	<p>Please make sure not to change seats during the entire event. On the table you find a box with your personal course equipment like post-its, paper and markers. You will use the same box for all the course days, please put everything back in there before leaving the room in the evening, so the surface of the table and the box can be sanitised more easily.</p>
	<p>All the rooms we use of the course will be cleaned professionally with sanitising agents on a daily basis. In addition, all frequently used surfaces like door handles, light switches etc. will be wiped with sanitising liquid every two hours. Special attention will be paid to the restrooms.</p>
	<p>As the Coronavirus is spread not only via sneezing or coughing but also through minute particles called aerosols in the air we all breathe, special attention is paid to keeping the air in the rooms as fresh as possible. Prior to the start of the course and during all the breaks, the windows will be opened to get in some fresh air.</p>
	<p>On your table you find your personal supply of bottled water for the day. Empty bottles will be replaced by our staff during breaks. For your choice of coffee or tea, please ask the waiter who will be in the cafeteria area. There, you will then also find your personal selection of snacks and your lunch box. Please note that extra attention needs to be paid to social distancing during meals when the masks are taken off for eating and drinking; that is why the seats and tables where you can sit down were set up with an extra safe distance between them.</p>

**Please note:** Should you start feeling unwell during the course, develop a fever, have respiratory problems or other symptoms characteristic of a COVID-19 infection such as loss of sense of smell or taste, runny nose or sneezing, sore throat, headache, limb pain or a general feeling of weakness, please do not hesitate to inform the trainer or the Connexxo staff immediately so the required measures can be taken, which include the immediate isolation according to the provisions of the health authority and notifying the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health.