

COVID-19

Health and Safety Precautions



Welcome to the
Connexxo Italia Academy!

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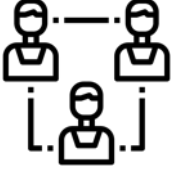





We care for your health and your safety!

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.

	<p>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.</p>
	<p>Wearing a mask is still mandatory in closed rooms, so please put one on when 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.</p>
	<p>The Connexxo Italia Academy is located on the second floor. Feel free to use the stairs. The staircase is located beside the elevators and can be entered through a separate door (see signs). When you prefer taking the elevators, it is highly recommended that only one or two persons enter at a time, to be able to keep a safe distance.</p>
	<p>Please try to schedule your arrival at the course rooms with enough buffer time - in order to comply with the social distancing recommendations we need your cooperation so we can limit the amount of people waiting in front of the office for their turn to be admitted. Likewise, please make sure to also keep a safe distance from each other when leaving after the course.</p>
	<p>In order to be admitted to the course rooms, you need to have a valid 'green pass base' (for Italians) or a comparable international document, for instance the EU Digital COVID certificate. The documentation will be checked with a respective digital app at the entrance, so please make sure to have everything prepared and ready to present the QR code to keep the process as short as possible.</p>
	<p>Before you go in, please think twice: should your temperature be higher than usual or should you show any symptoms that are typical for a COVID-19 infection, please do not enter. 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.</p>
	<p>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>
	<p>For additional convenience and in cases of unexpected additional need, Connexxo offers disposable 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 asked to wear a mask, even when sitting down in the classroom. You may take off your mask for taking a drink or snack during the course, but please remember to put it on again immediately afterwards.</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 restrooms.</p>
	<p>The workplaces, all the tables and chairs for the course have been set up in accordance with recommendations for COVID-19 prevention, so a safe distance can be kept throughout the course. Please make sure to remember to also keep a sensible 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 or bag with your personal course equipment like post-its, paper and markers. You will use the same box or bag for all the course days. Please put everything back in there before leaving the room in the evening, so the surface of the table can be sanitised by the cleaners more easily.</p>
	<p>All the rooms we use for 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 more frequently than usual. 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, you find several machines in the cafeteria area. There, you will also find a selection of packed snacks and your lunch box if applicable. 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 tables are 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. Those include the immediate isolation according to the recommendations of the health authorities and informing the respective medical contacts.

Thanks for taking care of yourself and others!