

GC19-04 HYGIENIC REGULATIONS

To this end, the current hygiene regulations, especially the current recommendations of the National Ministry of Health should be observed without fail.

Participants of GREEN Solar Academy Training courses acknowledge and commit to follow the following instructions with the goal of COVID-19 infection prevention during GREEN trainings.

If the implementation partner has provisions in his Covid19 protocol that are not covered in this document, these provisions must also be observed.

1 Initial health check and right of admission

- Only healthy participants without any COVID-19 symptoms are be allowed to participate in the training. **GREEN reserves the right to exclude participants from entering the classroom if there is a suspicion of a COVID-19 infection.**
- Participants must agree to actively support the infection prevention measurements and to report any symptoms and stay at home if a COVID-19 infection is suspected.
- On the first day of training, a temperature check is conducted already at the gate of the training venue to prevent contamination thereof.
- Participants must fill out form *GC19-02 GREEN COVID-19 go to work questions* and hand it in at the first day of training.
- Participants must read and accept GREEN's hygienic regulations in order to be permitted to join the training.
- Orders of the designated compliance officer concerning COVID-19 infection prevention must be followed.

2 Social distance

- 1.5 m distance must be kept at all times
- No handshakes or hugs
- Desks are positioned to keep 1.5 m distance between participants and are not allowed to be moved around

3 Sanitary measures

- Participants and trainers wash their hands with soap or sanitize their hands before the start of lessons and at the end of them, after using the toilet and in case of contamination.
- Paper towels must be used to dry hands and disposed of in the appropriate containers.
- Hands must be washed with soap for at least 20 seconds. Turn the tap off between soaping and rinsing.

- Break and toilet times are to be staggered according to the agreement of the respective teaching staff in such a way that as few people as possible gather in front of doors, toilets, etc.
- Only 1 person should stay in the sanitary rooms.
- Surfaces (door handles, handrails, ...) should not be used if possible.

4 Face Masks

4.1 Wearing of face masks

- Face masks should be worn at most times, especially when interacting with the venue staff and in less ventilated areas
- Exceptions:
 - Face masks can be taken off during lunch and coffee breaks when seated

4.2 Handling of face masks

The following instructions for handling a face mask must be observed:

- The face mask must be placed correctly over the mouth, nose and cheeks and must be as close as possible to the edges.
- When putting on a face mask, care must be taken to ensure that the inside is not contaminated.
- The first time the face mask is used, it should be tested to ensure that it allows sufficient air to pass through.
- A soaked face mask should be removed and replaced if necessary.
- When removing a face mask, it must not be touched in the centre area and contamination of surfaces must be avoided. It should be picked at the attachment straps only and directly disposed of in the appropriate containers.
- After removal, cloth face masks should be kept sealed in a bag or similar, then washed at a minimum of 60 degrees and dried completely (daily).
- After removal the hands should be sanitised or washed.

4.2.1 Coughing and sneezing etiquette

- Cover your mouth and nose every time you cough or sneeze. Always turn your face away from people around you when coughing or sneezing.
- Use a disposable tissue to cover your mouth or nose if possible. Safely dispose of the tissue directly after.
- If a cough or sneeze sneaks up on you and no tissue is available, cough or sneeze into your upper sleeve.
- Wash with soap or disinfect your hands after sneezing.

4.2.2 Meals and breaks

- Any food or beverages brought from home must be kept on each participant's desk in an own box at their designated desk.
- As few people as possible should gather in front of doors, toilets, etc. during breaks.

4.2.3 Health scan

- Each participant will be screened before entering the training venue. The screening requires a temperature check and to answer a few health questions as specified below with a yes or no.
- We recommend each participant to self-screen at home in the mornings. When displaying any symptoms, they should stay at home and inform Amanda (082 519 8845 or bookings@solar-training.org)
- Questions for Covid-19 screening are:
 - Fever (hotter than 37.5 degrees Celsius)
 - Dry cough
 - Shortness of breath and/or breathing difficulties
 - Sore throat
 - Loss of taste and/or smell
 - In contact with someone Covid-19 infected
- **If any of the screening questions are answer yes or the body temperature deviates from normal, the participant will be denied participation in the training.**

4.2.4 Case of infection

- Should any of the GREEN staff members or training participants be tested positive for Covid-19 during a training, the training will be cancelled immediately. The training will be continued at a later date at no extra cost for the participants.

In order to support tracing of chains of infection, the participants must agree on reporting any cases of infection with Covid-19 of themselves or of people from their close environment to GREEN that occur within 2 weeks after the last day of training.

Acknowledgement and signature

I have read and understood the above information and regulations and acknowledge that I participate on my own risk. I am aware that I cannot attend the training if I show symptoms of a COVID-19 infection. I agree to following the regulations as described above and to following instructions concerning COVID-19 infection prevention of the designated compliance officer.

Name

Signature

Place, Date:
