
HEALTH AND SAFETY PROTOCOLS IN RELATION TO COVID-19

FOR FALL 2020 AND BEYOND

Last Review: September 2, 2020

Protocols are to be reviewed and updated as soon as new information regarding COVID-19 is made public, aiming to follow the latest regulations announced by international organizations (ECDC, CDC, WHO, etc.) and by the Greek Government.

PRE- AND UPON ARRIVAL TO GREECE AND TO CYA ACADEMIC CENTER

Pre-arrival

- Disseminate latest information regarding COVID-19 in Greece/Europe prior to Arrivals
 - Via Pre-Departure Webinars
 - Via e-mails directly to students
 - In the pre-departure booklet
 - In the on-line Orientation material & quizzes
- Frequently update pre-arrival material on:
 - Greek rules & regulations regarding airport arrivals/procedures, transportation, shopping, dining, social distancing, etc. – see travel.gov.gr and eody.gov.gr.
 - CYA protocols re academic center use and apartment life.
 - Aspects of life at CYA and Greece/Europe as affected by COVID-19.

Student arrival

- Meet & assist at the airport
 - CYA staff at the airport to wear mask or visor (as required at the time) & gloves.
 - Hand key envelopes wearing gloves.
 - Taxis are allowed 2 passengers (current restriction–If chartered bus arrangements will be made for a pick-up, bus capacity restrictions to be adhered to. For the latest updates always check travel.gov.gr and eody.gov.gr.
- If COVID-19 testing is required by CYA at the time of student arrival
 - Students will be housed one per apartment until test results are returned;
 - Testing will take place at CYA premises and at CYA's expense.
 - If a student tests positive, all procedures regarding handling a suspected or confirmed COVID-19 case will be strictly followed. (see [Appendix C](#))
 - All arrival activities will be scheduled to start after the return of the test results.
- Receiving students at Front Desk (already fitted with Plexiglas partition)
 - Front Desk and Welcoming staff to use masks or visors and gloves
 - Welcome packets and their content must be prepared at least 72 hours in advance and/or sanitized with appropriate disinfectant.
 - Welcome packets to contain a washable reusable mask / thermometer / hand sanitizer for the individual student's use.
- Orientation session to include latest information re COVID-19 in Greece
 - Ensure that Housing/apartment-mate restrictions & rules are made clear to students
- Handling cash for Damage Deposits
 - Plexiglas partitions already installed in Accounting Dept.
 - Staff to wear masks/visors (as required at the time) and gloves while meeting students and handling cash.
- Distributing remote controls for Air-conditioning in apartments
 - Plexiglas partitions already installed in Housing Dept.

- Each remote control to be disinfected and placed in a sealed plastic bag.
- Staff to wear masks/visors (as required at the time) and gloves while handing out remote controls and/or other housekeeping items.
- Transfer to apartments
 - The use of face masks is mandatory for both CYA staff and student throughout the walk from CYA to the apartment.
 - If students are to be transferred by the CYA van, only one student and their belongings will be transferred at a time.
 - A student with special needs may be accompanied by one person, following above protocols.
- Welcome beverages, welcome snacks
 - To be prepared and served according to health dept. regulations regarding food packaging and food distribution in effect at the time (also see below under Dining Room). Only single-use utensils and tableware to be used.
- Taverna Dinner
 - This optional activity will not be offered. The taverna dinner may be replaced by a welcome reception at CYA's open rooftop space, if government guidelines allow it at the time, and if social distancing and safe food distribution regulations can be adhered to by both CYA staff and students.
- Neighborhood Walks
 - Students will be divided in small groups in order to ensure social distancing.
 - Audio guide equipment will be used, to ensure adherence to social distancing specifications.
- Mobile Phone assistance on-site
 - A Greek SIM card is included in student's welcome package.
 - Vodafone reps will be available during the first days of semester to assist students with activating their phones and purchase call & data package.
 - An appointment schedule will be posted for students to reserve time with Vodafone rep.
 - Alternatively, students may activate/purchase package online by themselves. An information pamphlet will be available.
 - Vodafone staff to use masks/visors (as required at the time) and gloves.

FACILITIES

FRONT DESK

- Front Desk already equipped with Plexiglas partition.
- Hand disinfectant to be kept available on the countertop at all times for staff and student use.
- Office supplies available to students at the Front Desk counter (stapler, scissors, hole puncher, etc.) to be sanitized twice daily by the cleaning crew. Front Desk staff to also sanitize the office supplies as frequently as possible.
- Front Desk staff to remind students to disinfect their hands before and after every use of office supplies.
- Posters and signage about hand-washing/disinfecting to remain displayed on the Front Desk counter at all times.
- Handling of objects (handing items from staff to student & vice-versa) to be kept to the absolutely necessary.
- Mail and packages to be handled wearing gloves.
- Handling cash money to be minimized and done by using gloves
- Book check-out and returns will not be accepted at the Front Desk (see Library protocols).
- Front Desk equipment (keyboard, mouse, telephone(s) to be disinfected between shifts.

COMMON AREAS (Student & Faculty Lounges, Meeting Rooms, Workshops, Labs)

- Maximum capacity for each area to be determined and adjusted according to latest regulations regarding social distancing (currently 6 feet).
- Signage/posters displaying maximum number of occupants, social distancing instructions and safety/health precautions to be placed in high-visibility spots.
- Frequent checks for compliance with room capacity and social distancing to be made by Staff and Faculty.
- Food consumption in common areas to be limited to liquids in containers for personal use.
- Additional trash disposal containers already placed in common areas.
- Hours of operation to be adhered to.
- Daily cleaning schedule will include sanitizing of furniture and equipment, as well as any touch surfaces (sofas, chairs, tables, railings etc.). Heavy traffic areas to be sanitized at least twice daily.
- Common areas and their furniture (sofas, chairs, door handles, table surfaces, frequently touched surfaces etc.) are to be cleaned and sanitized at least twice per day.
- Meeting rooms to be sanitized after every meeting.
- Common areas such as meeting rooms will only be accessible when meetings are scheduled. No individuals (staff, faculty or students) will be allowed to use meeting rooms at will.
- Common areas to be aired as much and as frequently as possible. Windows to be kept ajar even when clima units are on.
- Clima units to operate on ventilation mode only (no recycling air).

OFFICES

- Daily cleaning schedule will include sanitizing of work surfaces and equipment twice daily.
- Maximum capacity of persons per office/work area has been adjusted according to Health Department guidelines regarding social distancing.
- Masks to be worn by visitors or colleagues visiting another's office.
- Hand sanitizer to be available in or near each office.

DINING ROOM FACILITIES AND SERVICES (see also [Appendix D](#))

- All health regulations pertaining to food service activities will be adhered to strictly.
- Signage/posters displaying maximum number of occupants, social distancing instructions and safety/health precautions to remain in high-visibility spots. Signage/posters to be changed/updated when regulations/instructions change.
- Temperature screening - COVID testing of kitchen/dining room staff (TBD)
- Kitchen and Dining Room staff to adhere strictly to health, attire, and protection equipment regulations regarding food preparation and food service personnel for any activity within the kitchen/in the dining room.
- Masks/shields and gloves to be worn by staff during dining room operating hours.
- Kitchen area is clearly marked as off limits to all except Kitchen staff.
- Posters and signage regarding handling of food and serving equipment to be placed in prominent spots in the kitchen and reviews of processes and regulations to be kept at frequent intervals (every 2 weeks, or sooner if new regulations are issued by the authorities).
- Dining room's capacity & table distancing, to be configured based on latest dining/restaurant regulations (currently 4 persons maximum per table, 2 meters distance between tables). All excess tables and chairs will be removed from dining room to enforce social distancing.
- To ensure that maximum allowed capacity is not exceeded at any time, a seating schedule (45 minutes per seating) will be announced in advance and students will be allocated to a specific seating. Individual student's class schedule will be taken into consideration when seating times are assigned. Staff and faculty will be allocated to the latest seating.
- Layout of the dining room to conform with aisle width & access to serving window regulations.
- Main aisle to be delineated by ropes. Stickers to be placed at appropriate intervals for people waiting in line/ at the serving counter (currently 2 meters apart).
- Hand sanitizer dispensers to be placed at prominent places in the dining room, near the serving window and on each table.
- Dining room staff to sanitize tables, chairs and condiment accessories as soon as a table is vacated.
- Dining room staff to hand out all help-yourself items (serving trays, tableware, glasses, bread slices, cheese tray, fruit bowl, etc.).
- Any leftover portions of food to be discarded at the end of the day.

- Washing of used tableware, kitchen utensils, etc. to be done only by dishwasher, not by hand.
- No group events, gatherings, or meetings will take place in the dining room when social distancing cannot be enforced.
- Packed lunches for trips: All food items to be either commercially pre-packaged (chocolate/energy bars, cookie packets) or individually wrapped. Hand sanitizers to be included.

CLASSROOMS

- Classroom seating to be arranged according to Health Department's specifications (currently 1.5 meters apart in all directions).
- Extra chairs and tables to be removed or marked with adhesive tape, to ensure correct distancing is maintained.
- Use of face mask by students will be recommended (but not required unless dictated by the health authorities).
- Use of face shield by instructor will be mandatory
- Daily cleaning schedule will include additional sanitizing of all contact surfaces (tables, chairs, handles, switches, instructor's equipment, etc) between classes.
- High traffic areas (hallways, stairwells, railings) to be cleaned twice a day (recommended)
- Breaks between classes to be increased to 15 minutes, to allow time for airing, venting, and disinfection by cleaning crew.
- Windows to be kept ajar even when climate units are on.
- Climate units to operate on ventilation mode only (no recycling air).
- No-one will be allowed to remain in a classroom between classes or to use a classroom when a class is not in session.
- Signage/posters displaying maximum number of occupants, social distancing instructions and safety/health precautions to remain in high-visibility spots inside the classroom or on the bulletin board next to each classroom door.

LIBRARY (see also [Appendix B](#))

- Book check-out/return to be done in the Library only (Front Desk will not be handling books for the foreseeable future)
- Books can be placed on hold electronically and picked up by appointment
- Library seating can be reserved in advance electronically
- Consultations with the Librarian may be done electronically.
- Online resources have been and will continue to be enriched
- Distancing to be maintained at all times (currently 6 feet).
- Maximum capacity (currently 5 users excluding staff) and Library regulations & procedures to be posted in visible places near the entrance and inside the Library.
- Use of a mask while in the Library is mandatory. Library users must bring their own mask.
- Hand sanitizer dispensers to be available in the Library for use when handling frequently used materials (e.g. newspapers)

- Books will be quarantined for 72 hours after each use.
- Surfaces (carrels, chairs) to be sanitized after each user.
- Librarian will ensure compliance with government regulations in all matters pertaining to Libraries and handling of books.

APARTMENTS (see also [Appendix D](#))

- For Fall 2020 Housing will be limited to one student per bedroom, with a maximum of 4 students per apartment.
- No Homestays will be arranged for Fall 2020.
- A number of unoccupied apartments will be kept in reserve for the event that isolation of quarantine of a student becomes necessary.
- Housekeeping to be increased to twice per week. Housekeeping schedule will be available on-line and at the Front Desk.
- Cleaning crew to use appropriate attire as required by health regulations (currently mask or face shield and gloves)
- Cleaning to include sanitizing of furniture and frequently touched surfaces (light switches, door handles, etc.)
- Sanitizing/disinfecting materials to be available in every apartment for daily use by the students themselves.
- Paper towels will be added to the items provided by CYA, as well as extra trash bags.
- Signage/posters about social distancing instructions and safety/health precautions to be placed on each apartment's bulletin board.
- Instructions on who to contact when COVID-19 is suspected or a student falls ill should be prominently displayed in the apartment's common area.
- Apartments and all furniture, appliances and utensils (including tableware, pots & pans, etc.) to be cleaned and disinfected after occupants check out.
- Apartments will remain vacant for at least 24 hours before new occupants are allowed to check in.

LAUNDRY ROOM (see also [Appendix D](#))

- Signage about maximum capacity (maximum 3 users at a time), social distancing and Laundry Room etiquette to be posted in visible places.
- A Laundry Schedule to be posted outside the door so that users may reserve laundry time in advance. Users will not be allowed to wait in the Laundry Room while their laundry is done.
- Laundry Room and all furniture and equipment to be sanitized twice a day.
- Laundry Tokens will be sold only at the Housing Dept. Office and will be disinfected before being reused. Staff to hand out tokens wearing gloves.
- Forgotten items will be removed from the Laundry Room.
- Users should select the hottest settings their clothes can tolerate.
- Users must wear masks and disposable gloves while handling laundry.
- Users will be advised to fold their clothes at home.
- Hand sanitizer and paper towels will be available in the Laundry Room.

ACTIVITIES

ON SITE CLASSES

- Audio equipment will be used in order to maintain social distancing during an on-site class.
- If transportation is needed, all public or chartered transportation regulations will be adhered to (use of masks, maximum number of passengers per vehicle, etc.)

STUDY TRAVEL

Transportation - Chartered Buses, airplanes, ferry boats

- Bus maximum capacity per gov't regulations (currently at 65%) to be followed at all times.
- Masks to be used by all bus passengers per health dept. regulations (currently required on chartered buses and means of public transportation)
- Bus disinfecting process: Driver cleans and sanitizes the bus before and after the use of the bus by a group on a daily basis. (or multiple times if the bus does multiple transfers of multiple groups) – Disinfection once per month with a certificate demonstrated at the entrance of the bus.
- Study travel schedule and group sizes will be pre-planned and adhered to, based on maximum capacity regulations of Museums/sites/galleries. When necessary, appointments for group visits will be made in advance.
- Bus stopovers will be pre-arranged at regular intervals. Stopovers only at rest areas with organized facilities.
- When traveling by air or ferry boat, students will be briefed in advance regarding social distancing regulations, seating arrangements, health precaution requirements (currently airlines and boats operate at limited capacity and masks are required. Maximum cabin capacity is 2 persons).

Hotel Stays

- Hotel check-in process to be pre-arranged in order to minimize crowding at Lobby/check-in area. If more than 1 bus is staying at the same hotel, bus arrival times will be staggered.
- Rooming in double or single occupancy. No triple rooms to be used.
- Hotel Breakfast – as per hotel's regulations & capacity of dining area. If number of students exceeds breakfast area's capacity, a breakfast schedule/bus departure time will be arranged accordingly in advance.

Site visits

- Participants (students & leaders/faculty) will be briefed in advance on site regulations regarding entry process, social distancing, protective equipment (masks) necessary.

- Audio equipment will be used in order to maintain social distancing
- Advising on free time activities/meals: Social distancing, masks in interior places, self-protection and hygiene rules everyone need to follow.
- Boat and plane trips as per regulations – currently boats take 60-65% of their capacity with mandatory use of masks and maximum 2 persons per cabin if not family members. Planes: mandatory use of mask and full capacity with the exception of the last 3 rows in order to separate a possible COVID case (needs verification).

DEPARTMENTS

ACADEMIC AFFAIRS (see also [Appendix A](#))

Academics

- Classes will be set up for both in-person and virtual instruction.
- Faculty and students will be required to wear appropriate face covering during class.
- All handouts will be converted to digital form to be shared with students.
- Faculty-student conferences to be held via Zoom.
- A timetable for office hours/spaces to be used will be created.
- All academic support services (advising, writing/language labs) will be virtual
- Large meetings (faculty meeting, Acad. Ctee meeting) will be virtual. Any other meeting to be kept a 4 persons maximum.
- Workshops that involve object handling will not be offered.
- Classrooms to be set-up according to health authorities' regulations re distancing, airing, and cleaning
- On-site classes held using audio equipment, to ensure social distancing

Office of the Registrar

- Faculty & students will have electronic access to all necessary semester material (academic calendar, master & personal class schedule, finals schedule, grades, etc.)
- All forms and transcripts will be available electronically

STUDENT AFFAIRS (see also [Appendix C](#))

- Hold sessions Informing/educating students re life in COVID times pre-arrival and while in Greece.
- Ensure that Housing/apartment- mate restrictions & rules are made clear to students before arrival and repeated upon arrival.
- Non-COVID health issues – With the exception of injuries, treat all illnesses (sore throats, fevers, aches, congestion, and random bodily symptoms) as if they have something to do with COVID and follow COVID precaution procedures.
- Remain up to date as to



- Health Department's latest instructions regarding suspected or confirmed COVID-19 cases and relevant handling procedures
- Medical Labs, outpatient svcs, doctor svcs available nearby for cases suspected for COVID-19, and relevant costs
- Coordinate handling of isolation - quarantine - alternative housing with Housing Dept. (see also under Housing)

Extra-Curricular Activities

- Volunteer activities to be evaluated for probability of exposure to COVID-19. Students will be discouraged to volunteer in:
- Activities that involve close contact with persons or personal items.
- Activities that involve extensive use of public transportation.
- Group activities that involve close proximity of participants, such as Mt. Olympus hiking or marble carving, will be suggested only after ensuring that providers (bus company, mountain retreat, marble carving studio etc.) adhere to social distancing and health precautions for COVID-19 dictated by the Health Dept.
- Signed waivers for group activities? for volunteering activities (TBD).

Student Advising - Meeting with students

- Maximum number of persons in Student Affairs offices to be observed at all times. If number of persons exceeds maximum, an alternative space such as a conference room must be secured.
- Student Affairs offices to maintain a supply of paper masks, paper tissues, paper napkins and hand disinfectant for use by students who visit the office.
- Student Affairs offices to be aired and surfaces disinfected after closed-door meetings with students.

ACCOUNTING

- Plexiglas partitions already installed
- The majority of transactions are being done online.
- When possible, and to minimize traffic, a schedule will be created for receiving visitors (providers, collectors, landlords, etc.) by appointment.

APPENDIX A

OFFICE OF ACADEMIC AFFAIRS

COVID-19 Preparations for Fall 2020 and beyond

Classrooms

Student Responsibility

- Students will be required to keep a 1.5-meter distance inside the classroom
- Students will be advised to wear a masks inside the classroom (recommendation)
- Students will not be able to use desks marked with an “X”
- Students will be required to use disinfectant as soon as they enter the classroom
- Student | Faculty conferences will be held via Zoom

Faculty Responsibility

- Faculty will set up course(s) for both in- person and virtual instruction
- Faculty will be required to use a mandatory visor or face coverings in the classroom
- Faculty will have to get key from front desk to open their sanitized classroom
- Faculty will be required to use disinfectant as soon as they enter the classroom
- Faculty will be forbidden to use handouts instead all handouts should be converted to digital form and shared with students
- Faculty will upload both Midterm and Final Exams to Moodle since handouts will be forbidden
- Faculty | Student conferences will be held via Zoom
- Faculty will be given a time table for office hours and faculty spaces to use

Classroom Maintenance

- The Master Time Schedule will be will be extended in the Spring 2021 semester to allow for 15-minute allotment between courses for classroom sanitization
- AC on cool or heat with run always with the classroom window slightly ajar
- Classrooms will be cleaned and locked when not in use

Academic Labs - Tutoring and Meetings

- All Academic Support Services (advising, writing and language labs) will continue to be virtual (Spring 2021)
- Faculty and Academic Committee meeting will be virtual
- Any other type of academic meeting will be limited to 4 people

Workshops

- Workshops dealing with object handling will be disallowed
- All rules that apply in the classrooms also applies to the workshops

On Site Classes

- Students will be required to use 'whispers' to insure social distancing
- Students will be advised to use face masks (recommendation)
- Faculty will be required to use face visor or face covering
- Faculty will be forbidden to use handouts instead all handouts should be converted to digital form and shared with students prior to the site visit

Office of the Registrar

Students have the following items accessible through the student portal

- Academic Calendar
- Master Class Schedule
- Online Registration
- Personal Class Schedule
- Master and Personal Final Exam Schedule
- Midterm Grades
- Final Grades

Faculty may access the following item through the faculty portal:

- Academic Calendar
- Course Roster which includes students' majors, minors, student photo and contact info
- Master and Personal Final Exam Schedule
- Enter Midterm Grades
- Enter Final Grades

Forms

The following forms have been converted to digital form and will be available to both faculty and students where applicable:

- Incomplete Grade request form
- Change of grade form
- Change Course Level Form
- Add/Drop Form

Transcripts

Secured digital student transcripts can be sent to SAA offices upon request to help expedited student course transfer- this is mainly for our educational partners that will continue to work remotely in the 2020-2021 academic year-

APPENDIX B

LIBRARY REGULATIONS

COVID-19 Preparations for Fall 2020 and beyond

Visit to the Library:

Users must use hand sanitizer when entering the library and after touching frequently used items (e.g. newspapers) or surfaces (e.g. information desk).

Users are required to bring their own mask, which must be worn when interacting with others. A distance between people of at least 1,5 meters must be maintained at all times.

Number of users is restricted to a maximum of 6 to ensure adequate physical distancing. Seating has been adjusted accordingly and users are able to book a desk through an online tool on Moodle

Users must leave the books that they used on their desk before their departure. Books will be quarantined for 72-hours after use.

Online Services:

Users are able to contact the librarian either by email, by a chat service (Ask a librarian) or by arranging an online meeting with her for help on accessing the library materials, guidance and other requests.

The library offers the opportunity to scan print materials on demand. The limit is 50 pages per week, and the material is delivered within 1 day from the request unless the request is submitted on Friday after 4pm or during weekend. In this case it is delivered on Monday.

Users are able to place holds on books remotely and pass from the library to pick them up on a specific day and time.

Users have access to the library's online resources either through the CYA network or distantly by requesting articles from the librarian.

APPENDIX C

STUDENT AFFAIRS – COVID-19 Preparations

Student Arrivals and Front Desk

- Front Desk and people assisting and handling student requests on Arrivals Day should consider wearing masks **and** disposable gloves as much as possible on that day (changing the gloves a few times during their shift).
- Apartment cleaning schedule should be handy by arrivals day so we can refer to that as needed from the moment they arrive.
- Wear gloves when handing out Welcome packets
- Insurance cards, GDPR, Handbook form – all signed before-hand, if at all possible.
- If possible, provide an electronic version of the Handbook before they arrive.
- Welcome snacks on third floor–
 - Table on third floor should have a bottle of sanitizing gel **on it**, plenty of napkins, a **utensil** to grab a cookie or pitaki so that hands are not used.
 - A **kitchen sized trash can** should be placed right next to the snack table (so students see it easily and no one else is picking up all their empty cups as much as possible).
- If Taverna Dinners are to be offered, determine whether Taverna money (can be pre-paid electronically or from the States. Otherwise the activity should not be offered.
- Key envelopes –Provide one or two packets of Sanitizing hand wipes **in envelope**
- Neighborhood walks (smaller groups than usual) –leaders go over the walk map before - hand **outdoors** near CYA while students are close enough and can hear everything. Shouting out questions and answers during the walk should be minimized because of the likely enhanced propulsion of droplets. To this end it might help if leaders ask students before the walk to share what they hope to learn or see during the walk. **Alternatively**, use audio equipment.
- Vodafone – Have the reps here for more days than usual (one week?) so we can support smaller groups at a slower pace instead of them serving 5 or more students in one room at the same time. Students and reps should wear masks during the transaction. Reps should wear gloves as well.

Front Desk specific

- Handling objects - Student phones, money, phone cards, mail, staplers, scissors, hole punchers, pens, etc) Gloves should be used and frequent handwashing and sanitation is necessary.

- Book returns to the Front Desk – Georgia will have a box for returns set up in the library. We are to put them in that box and nowhere else. Handling should be kept to a minimum.
- Front Desk person should clean off the desk space twice per day (separate and apart from the cleaning the cleaning staff will do in them morning) during the first few weeks of the semester.
- Student Lounge – All should be informed of the number of students permitted to gather in the third floor lounge spaces and periodically check the area for compliance (Front Desk staff can do this).

Student Affairs – Dealing with students

- Work in to all of our daily dealings with students COVID-19 safe practices. We should have up-to date knowledge of all the latest govt. and update our procedures accordingly before student arrival and throughout the semester.
- Make sure that the number of students in our offices/cubicles does not exceed the maximum allowed at any given time.
- When students are in our offices/cubicles, windows need to be open and masks must be worn since the spaces are small and the conversations are often lengthy.
- There's sometimes crying, nose blowing, etc. Hand sanitizer should be present on / in both desks / spaces.
- When appropriate, go to a different space with the student, perhaps outside if weather permits if all that's taking place is a conversation.
- Non-COVID health issues – With the exception of injuries, treat all illnesses (sore throats, fevers, aches, congestion, and random bodily symptoms) as if they have something to do with COVID and follow COVID precaution procedures.
- Have on hand cost of COVID test as well as names and locations of clinics that perform COVID testing.
- Be in continual communication with the Housing Dept about apartment space set aside for potential COVID cases.
- Put a sign up in each apartment about what we do and what students should do regarding their living arrangements when COVID is suspected or a student falls ill with the virus.
- Have it on our internal webpage if we don't already.

Extra-curriculars, Excursions, Volunteer activities

Marble Carving workshop – Students will follow social distancing guidelines while in the studio and while performing all accompanying tasks. Hand sanitizing gel will be on every table / work space. Only 11 students can be in the workshop at a time (as opposed to the usual 20-25 students).

Mt. Olympus – Bus and rooms in the shelters will be filled at half capacity. Hand sanitizing gel and masks will be made available on the bus and throughout the shelter. Students must bring a sleeping bag or two sheets and slippers. Masks will be obligatory in common spaces. Students

will sign the usual waiver for this excursion. Nadia suggests that they also sign something having to do with adhering to COVID safety practices.

Volunteer Activities – Each institution we send students to will inform us of their measures and requirements. The Student Affairs department will decide whether a specific volunteer activity is safe or not and will advise accordingly the interested student.

Handling of COVID-suspected case

According to guidelines issued by the **National Public Health Organization (EODY) and the Health Ministry** the following currently applies to handling hotel guests/visitors:

- *Once a visitor feels unwell he notifies the manager who in turn notifies the partner doctor (in large hotels), the destination physician, or if the doctor is unavailable the assigned health facility to which he/she will be transferred.*
- *Should the patient be in need of immediate care, he/she will be transferred to the closest health facility as a “suspected Covid-19 incident”. If the health center is unable to manage the incident, the patient will be transferred via emergency air, sea or road ambulance service to the nearest health center.*
- *If the symptoms are mild, testing will be conducted.*
- *After testing, a patient with mild symptoms must remain in his room /apartment until the results are out. No interaction is allowed in this time with staff. Should the need arise, one staff member will be assigned exclusively to that room/apartment.*
- *If the outcome is positive, the health manager will officially declare the incident to EODY on its 24-hour hotline (1135) and list it on the EODY registry. The patient will then be required to isolate as a confirmed Covid-19 case at a special quarantine hotel or be transferred to a designated hospital unit if symptoms are severe.*
- *If the outcome is negative, the health manager or destination doctor will be called in for treatment and instructions.*
- *All areas used will be sanitized under specific EODY rules.*
- *Anyone accompanying the infected person (i.e. family member, partner, parent) will be required to provide information, wear a mask at all times, and follow hygiene rules.*

Close Contact with Confirmed Covid-19 Case

- *EODY guidelines state that if a visitor or employee has come into contact with a confirmed Covid-19 carrier, they will be required to self-isolate, not use public facilities, eat in their room, and follow the testing procedure described above.*
- *Lastly, travelers are advised to adhere to hygiene measures, maintain social distancing, and remain alert.*

Most common Covid-19 symptoms: Fever – dry cough – tiredness

Serious symptoms: difficulty breathing or shortness of breath – chest pain or pressure – loss of speech or movement.

People with mild symptoms (almost 80 percent) but who otherwise feel healthy can manage their symptoms at home or hotel.

APPENDIX D

HOUSING & CATERING

COVID-19 Preparations

Dining Room

- Temperature screening - TBD
- All kitchen and dining room staff to wear face protection and gloves.
- User capacity per table/ per sq. m., etc.- Ensure at least 2m/Limit size at tables (current regulations at 1.5 m.).
- Handling of food within the kitchen – Steam table & Deli case glass doors to be kept closed when not serving.
- Discard all food that is left over.
- All help-yourself items (bread, tableware, glasses, feta tray, fruit bowl, oil/vinegar, salt/pepper etc.) to be handled by waitress or coordinator.
- Cleaning of tables/tableware/serving trays to be done by waitress or coordinator - Sanitize food contact surfaces and all help-yourself objects on tables.
- Sanitize tables and chairs between seatings.
- Washing of tableware/dinnerware in dishwasher only.
- Limit any sharing of tools, items that are reusable equipment (ladles, serving spatulas) or supplies between staff members.
- Kitchen staff protection measures - protective dress items. COVID testing (TBD).
- Use gloves (and wash hands after removing gloves) and masks.
- Cleaning Staff accessibility to kitchen – only after dinner service is finished.
- Packed lunches for trips – use pre-packaged items, and all food items (sandwiches etc.) to be individually packaged by caterer.
- Disinfectant use/availability before being served - Hand sanitizer in several locations and on each table.
- Floor stickers - ropes for distance keeping / Footsteps on the ground installed / Chairs removed to enforce social distancing.
- Compliance with government regulations - follow all directions issued by health authorities relevant to food serving/consumption.
- Remove items from self service.
- Prevention messages & signs should be printed and clearly displayed.
- Avoid group events, gatherings, or meetings where social distancing of at least 2m between people cannot be maintained.
- Designate a staff person (keep a log book about COVID-19) to be responsible for responding to COVID-19 concerns. All staff members should know who this person is and how to contact him/her.

- Train all employees in safety actions & Implement flexible sick leave policies and practices that enable employees to stay home when they are sick.
- Extension of opening hours in order to accommodate multiple seatings.

Laundry Room

- Hand sanitizer and paper towels to be available in Laundry Room.
- Handling of tokens: Disinfect the tokens once taken out of the machines. Use gloves when handling money/tokens.
- Research whether a token vending machine can be acquired.
- Cleaning of laundry room & equipment – Wipe down all surfaces (buttons, door handles, etc.) with disinfectant.
- Forgotten items – Remove from Laundry room and place in basket outside.
- Establish a laundry schedule so that NO more than 3 people are using the laundry room at a time.
- Instruct students to
 - keep one bag for dirty and one for clean clothing or disposable plastic bags (provide extra plastic bags at apartments).
 - wear disposable gloves while handling laundry.
 - Use the hottest settings their clothes can tolerate.
 - not hang around in between wash and dry cycles.
 - Fold their clothes at home.
 - Iron their clothes to kill germs/virus.
 - Wash or sanitize their hands once they have finished.

Apartments

- Masks + disinfectant to be given to students upon arrival.
- AC remote controls disinfected and sealed in a protected bag.
- Upon check-in students shall find a note on their bed “DO NOT PLACE LUGGAGE ON THE BED”.
- Up to 1 person in each bedroom / up to 4 persons in each apartment (maximum 5 when 2 bathrooms - we only have 1 such apartment).
- Each guest will have a personal closet and desk.
- Must keep records of all the staff members who have entered the apartments.
- Cleaning schedule and disinfection schedule - twice a week (for all year 2020-21).
- Staff use gloves (and wash hands after removing gloves) and masks.
- All cleaning agents shall be disinfectants as well.
- All surfaces, appliances and door handles will be disinfected each time the apartment will be cleaned.
- All apartments will be supplied with detergents so that guests will be able to disinfect/clean the apartment also on their own.

Cleaning routines when apartments are turned over:

- Apartments need to be cleaned with a steam cleaner (over 70 C) or remain empty for 24 hours (based on rules for hotels by government's FEK).

- Washing of linen, towels and duvet covers at 60 C.
- All clima units are maintained once a year. The filters of clima units will be cleaned and disinfected after each check-out.
- Electrical appliances (refrigerator, stove, microwave) will be cleaned and disinfected after each check-out.

Facilities

- Facilities to be sanitized daily. Twice-daily when there is heavy traffic.
- All frequently touched surfaces to be treated with disinfectant.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.
- Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces.
- Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes / Air circulation.

Disinfection & moving of students in case of a COVID-positive in the apartment

- Disinfection to be done by specializing company. Remaining occupants must stay away from the apartment for 3-4 hours – will receive instructions. Alternatively, move the occupants to another apartment.
- Accommodate the COVID positive person in a separate apartment (need to have special outfits for the people who will assist with the move to a separate apartment.)
- All occupants of the specific apartment should be quarantined.

General Information

According to guidelines issued by the **National Public Health Organization (EODY) during COVID-19 regarding hospitality services:**

Cleaning staff must wear appropriate personal protective equipment. Use work uniform (removed and washed frequently with hot water if not disposable) and gloves. This is considered sufficient for the cleaning of public spaces. Attention, this does not apply to places where a suspected or confirmed case of COVID-19 infection has been reported.

According to guidelines issued by the **National Public Health Organization (EODY) after a suspected or confirmed case of COVID-19:**

It is recommended that the cleaning equipment (cloths, sponges, paper, mop, etc.) be disposable, if possible. In case the equipment is not disposable, it must be cleaned and disinfected after each use in 0.1% sodium hypochlorite solution or disinfectant solution with iodine action.

Recommended personal protective equipment for cleaning staff includes: Surgical mask, disposable, waterproof robe with long sleeves, (or liquid repellent and additional plastic leggings), disposable gloves, protective glasses.