



COVID-19 (August 2020)

STUDENTS GUIDE

Alliance Française de Détroit/French Institute of Michigan Team Members,

We developed this Students Guide to help you learn about the steps we are taking to keep everyone safe in your learning environment. Our goal is to ensure confidence in your return to our facility, knowing that COVID-19 safety protocols are in place. During these uncertain times, each one needs to continue to take appropriate safety actions to create an environment where we can work without stress. As the COVID-19 situation evolves, we will adapt and make any changes to our policies in accordance with relevant health and safety protocols issued by authorities.

This guide concerns students and candidates to tests

AFD/FIM safety committee

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We Are In This Together

TO PROTECT YOURSELF AND OTHERS FROM THE COVID-19 VIRUS, IT IS IMPORTANT TO UNDERSTAND AND FOLLOW OUR SAFETY PROTOCOLS

PROTECTING YOURSELF AND OTHERS

- Monitor your health – you are the first level of defense in preventing COVID-19
- Follow our procedures
- Wear a face mask
- Wash or sanitize your hands frequently
- Maintain physical distancing
- Help keep our facilities clean
- Notify your teacher if you are not feeling well while in class



ENTERING THE FACILITY

Entrance Procedures :

Before coming to the office , please pay attention to how you're feeling. Your safety and the safety of those around you depends on a personal self-assessment of any symptoms.

If you can answer YES to any of these questions:

- Have you tested positive for the virus that causes COVID-19 in the last 14 days?
- Have you had any of these symptoms in the last 14 days?
 - Fever greater than 100 degrees
 - Difficulty breathing or shortness of breath
 - Cough
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- Are you experiencing fever, difficulty breathing or shortness of breath, a cough, chills, muscle pain, sore throat, or new loss of taste or smell at this time?
- Have you been in close contact with someone displaying these known symptoms of COVID-19?
- Have you been in close contact with someone diagnosed with COVID-19 or who has tested positive for the virus that causes COVID-19 in the last 14 days?
- Have you traveled outside the country or to any high-risk locations in the last 14 days or been in close contact with someone who traveled to high-risk locations in the past 14 days?

Please DO NOT COME TO CLASS .

Each time you are entering the facility , we will ask you to sign a document to support that all those statements are a No answer.

If someone in your household happened to have COVID-19 inform the office, so we can take measures on our side. Wait for 14 days before coming back or get tested .

ENTERING THE FACILITY

UPON ARRIVAL

- Maintain a physical distance of six feet (two meters) from other people, some visual cues are in place
- Sanitize your hands (there is a touch less hand sanitizer when arriving the building next to elevator, also on the counter at our facility and in each classroom)
- Wear a face mask
- Sign the COVID-19 questionnaire (Please bring your personal pen.)

An elevated temperature is an indicator of potential COVID-19 infection. When you enter, your temperature will be checked using a thermal screening device (no touch device). IF YOU HAVE AN ELEVATED TEMPERATURE, YOU WILL BE SENT HOME FOR FURTHER EVALUATION.

SCREENING DIRECTIONS : to get an accurate reading, please remove hat or glasses and hold hair from forehead.



NOTE on FACE MASKS

What to wear? A facial covering is cloth material that covers the nose and mouth. Facial coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials, such as cotton or linen, and may be factory-made or made by hand.

Do not wear neck gaiters, bandanas or face mask with vents.



Be sure your mask covers your mouth and nose.

Don't touch the mask or face shield, and, if you do, wash your hands or use hand sanitizer to disinfect

PHYSICAL DISTANCING AND VENTILATION

Doors Open Strategy

Propping doors open can increase airflow and eliminate touchpoints. Classroom will operate with the door open if the class is longer than 1h30 min.

PUSHING TO OPEN A DOOR

- Use another part of your body (hip, shoulder or elbow) to open the door without using your hand • If you need to turn a handle, use a towel/wipe on handle or wash/sanitize hands after opening

PULLING A DOOR OPEN

- Use a towel/wipe to grab the handle or wash/sanitize hands after opening

Fans

We must also be aware that high-speed fans can propel airborne droplets carrying the COVID-19 virus much further than the six-feet (two-meter) distance previously mentioned.



Our ventilation systems are required to maintain effective airflow and comfort in our facilities.

No additional fan of any kind will be permitted in the facility.

OPERATIONAL FAQs

What should students do to assist in keeping a safe learning environment? .

We ask students to wear their masks and keep their own personal space at all times while in the facility and in the hallway/bathroom area.

Students will be asked to have their own materials and not share books.

Will teachers wear a mask?

Yes, teachers will wear a mask and possibly in addition a face shield.

If I forgot my mask , will I be able to enter?

We will have disposable masks available at the office.

How many students in a class? Will we be able to maintain safe distances?

We will accept a very limited number of person in the facility at the same time:

Only one class at a time with a maximum of four students. To facilitate air flow , the classroom door will remain open if the session is longer than 1 hour 30min .

Will you still accept cash?

Yes, but preferably handed in an envelope.

What are the cleaning processes in place?

Touching points like door handles or knobs, table surfaces and chairs will be cleaned before students arrival.

You'll find for your convenience touch less dispensers of hydroalcoholic gel in every classroom.

Will I be able to bring food to share ?

No , sorry it won't be allowed.

Kitchen area will not be open to students.

Is it safe to use the bathroom which is not in the suite?

The bathroom remains a shared environment in the building. We are reminding you to wash your hands as frequently as possible and use the available hydroalcoholic gel.

To protect yourself when going to the bathroom area, vinyl gloves will be available . One glove can be worn to open safely doors when going to the bathroom . For the way back , use paper towel from the bathroom.

Men's and women's bathroom : we recommend waiting outside if occupied by another person before entering.

The bathroom keys

Bathroom keys will be available at the front desk only. Everyone , students and teachers, will be responsible for cleaning the key after return. Disinfecting wipes will be available for that purpose.