



SAFETY PRACTICES FOR COVID-19

Dear clients,

We are adopting new practices in light of the dangers associated with Covid-19. Our training centre is opening its doors so that we can receive visitors in the school while respecting sanitary safety rules. During this period, please continue to prioritize training by visio-conference or by telephone whenever possible.

How to protect yourself and others from the spread COVID-19

Take personal responsibility

- If you are feeling unwell, please do not come to the school. We can run all classes by visio-conference or telephone.
- If you fall sick within 15 days of a face-to-face class, please contact the school director, David Stenning (06 14 30 43 76) to help keep everybody safe.

Wear a mask

- Please put on your mask before entering the school.
- Wearing a mask is compulsory in all common areas and in the classrooms.
- Please open the window when you are in class to facilitate the air circulation. *NB Do not leave the window open when nobody is in the room – do not leave your bags near the window – there is a risk of theft through the window.*
- If you change your mask, please keep it in a bag and take it with you when you leave the school.

Wash your hands

- On arrival
- Regularly

Sneeze and cough into your sleeve/elbow

Keep your distance

- Do not come to the school without a reservation.
- Arrive and leave the school on time. If you are early, please wait outside the school.
- Avoid all physical contact.
- Maintain at least 1 metre distance between yourself and others, both in the classroom and in all common areas.

Office supplies

- Please bring your own water bottle, pen, notebook, etc.



For the safety of all, we have introduced a number of measures:

- The school is aired regularly.
- A daily professional cleaning service with virucide products.
- Hand gel is available throughout the school.
- Government safety posters are displayed throughout the school.
- The coffee area in the company reception is temporarily closed.
- Virucide products (EN 14476) are available for self-cleaning of computers, photocopiers, etc.

We will contact you immediately if you might have been in the school at the same time as anyone suspected of having Covid-19.

Training in client offices:

Please send us the sanitary measures that your company has put into place before asking one of our trainers to come to your offices.

Please feel free to contact us directly if you wish to have any more information on this subject.

Best regards

David STENNING
Directeur
Std +33 1 47 76 44 68
Direct +33 6 14 30 43 76
stenning@interface-biz.com