

# Instructions and Recommendations for the Participants at Cene Štupar - CIJ

We would like to inform you that Cene Štupar-CIJ is reopening on Monday 18 May 2020 for the members of staff, freelancers and participants as well. In order to provide safe conditions in these special circumstances, each of us will have to follow some necessary instructions and recommendations.

We know that the awareness of adults and their basic knowledge on how to prevent the spreading of Covid 19 are on a very high level. Nevertheless, we are asking the participants included in adult education to get informed with the instructions and recommendations applying to educational process and other activities at Cene Štupar - CIJ and to follow the instructions without exception.

**The facility/building can be entered by a healthy person wearing a face mask who is attending adult education classes or other activities or has a scheduled appointment for counselling, enrolment, information etc. When entering the building the participants have to disinfect their hands.**

**At Cene Štupar – CIJ we are taking the most important hygiene measures to prevent and control the infection with SARS-CoV-2. The measures are listed below.**

## **We are appealing to you to:**

- **stay at home if you are not healthy or you are showing any kind of signs of infection;**
- **put on a mask before entering the building and to wear a mask in all common areas;**
- **disinfect your hands at the entrance and follow the rules of hand hygiene;**
- **stay at least 1.5 to 2 metres away from each other;**
- **enter the building and other places inside individually;**
- **come to class on time according to the schedule (do not be late);**
- **come no sooner than 10 minutes before the class, exam, etc.**
- **go straight into the classroom – the classroom number will be written in an SMS sent by the information office;**
- **not touch door handles, walls etc. if not necessary;**
- **not linger in common areas (lobby, corridors, staircase, WC);**
- **avoid touching your face with hands;**
- **follow cough and sneeze etiquette;**
- **fill in PARTICIPANT STATEMENT and hand it in at the first meeting.**

The statement can be found on the website of Cene Štupar. Persons aged 18 and over can only exceptionally fill in and sign the statement at the beginning of the first meeting. The participants (or their legal representatives/guardians) fill in, sign and hand in the statement to the teacher or professional worker at the beginning of the first meeting. By signing the statement, the participants declare that they are entering the facility completely healthy and they oblige themselves to inform the management immediately in case of getting infected with SARS-CoV-2.

- **keep things in order and take care of the trash you produce;**
- **follow the instructions of the members of staff;**
- **call or send an email before coming to an appointment:**
  - **Urša Korošec:** [ursa.korosec@cene-stupar.si](mailto:ursa.korosec@cene-stupar.si) or M: +386 30 646 919
  - **Urška Pahulje:** [urska.pahulje@cene-stupar.si](mailto:urska.pahulje@cene-stupar.si) or M: +386 41 349 182

**Face masks must be provided by the participants themselves.**

**Disinfectants are placed in the building.**

**All spaces will be aired thoroughly (every hour).**

Please call or send an email before coming to Cene Štupar-CILJ and we will schedule your appointment. Due to the instructions prepared to prevent the spreading of SARS-CoV-2, we will not be able to accept those who will come unannounced.

Thank you for following all the instructions and recommendations.

Let us contribute to our health and well-being together as well as individually.

**Cene Štupar – CILJ, Members of staff**