



## COVID-19 Safety Guidance and Emergency Protocol

*This document explains how CEPA deals with COVID-19-related situations and will help you prepare for your international travel. Please keep in mind that the information below only describes the current situation and may differ from country to country and from region to region. As new information is published and new rules and regulations are introduced by local authorities this document will be updated to adjust to new developments and incorporate best practices.*

***Last updated: September 1, 2020***

### SAFETY GUIDANCE

#### PRIOR TO DEPARTURE

##### Precautions

- At most destinations, wearing a face mask will be mandatory, especially in public places such as supermarkets, restaurants, shops, and malls. Also, most accommodations require their guests to use face masks whenever they are spending time in common areas, e.g. during breakfast. We recommend always wearing a face mask in public, even though it may not be mandatory as it will help to keep you and others safe. Therefore, please make sure to have enough face masks with you while traveling. Additionally, CEPA will provide your On-Site Coordinator with an additional set of masks, in case needed.
- Please always have hand sanitizer with you during your program and use it whenever necessary. Some shops and restaurants may offer sanitizer at the entrance for their customers to use. Please make use of this whenever possible and do not forget to still wash your hands thoroughly. CEPA will provide your On-Site Coordinator with an additional bottle of hand sanitizer, in case you forgot yours or need more, while you are on tour.
- Avoid touching your eyes, nose, and mouth. When you need to cough or sneeze, please remember to cover your mouth and nose with your bent elbow.
- Pay attention to and be aware of the hygiene standards that are required at your destination(s) and follow the directions of officials and staff at all times, e.g. during a guided tour, company visit, group meal, train ride, etc.

**Boarding and disembarking your flight:** Please make yourself familiar with the regulations of your specific airline to make sure that you will be able to board your flight. Depending on your departure and arrival airport, your temperature might be checked, you might be required to take a COVID-19 test prior to or at the airport, or there may be additional documentation required for passengers to complete. If you feel ill before your departure, please reconsider travelling and check with your doctor or local health authorities.

**Travel cancellation insurance:** We highly recommend a travel cancellation insurance. CEPA is currently not offering this as part of their services as it is more reasonable for program participants to do so in their country of origin.

**Contact tracing app:** Several countries have introduced a Covid-App for contact tracing. We recommend that you familiarize yourself with the app(s) that have been developed for your destination(s) and to download them prior to your arrival in each country. This will also facilitate the procedures in case you may feel ill and have to take a test.

**CEPA requires each program participant to complete a Program Participant Data Form, which will also include a section about COVID-19. Each program participant needs to be prepared and is required to follow the official rules and regulations of each destination. Please inform us immediately about any health restrictions you may have.**





## ON SITE

**Social Distancing:** Different European countries may follow different social distancing rules. Within your group, you will not have to practice social distancing, but please follow the social distancing rule whenever you are in public or among people that are not part of your group. Your On-Site Coordinator will give you detailed information about this during the orientation session.

**Public transportation:** Depending on your travel itinerary, you might use public transportation frequently. Please wear a face mask whenever doing so. If you apply the social distancing rules, public transportation is safe to use. However, it is recommended to allow for enough time to get from A to B, in case a train or bus is crowded, so you can take the next one. CEPA will monitor the situation in the corresponding city.

**Visiting sites/museums/companies/institutions:** You must follow the rules implemented by each site. Please note that this will differ from site to site and from destination to destination. Your On-Site Coordinator will inform you accordingly before each visit.

**Housing:** Some hotels/apartments/student residences no longer offer buffet breakfast. Breakfast is still included in the program fee but will be handled differently at each accommodation. At most locations, you are required to wear a face mask in the common areas or during breakfast. All accommodations booked through CEPA will apply the required cleaning and disinfection standards and CEPA will place a maximum of two students per room whenever possible. It is highly recommended that you take care of your luggage yourself.

**On-Site Coordinator:** CEPA programs typically include an On-Site Coordinator, who can assist during the program whenever necessary and knows the exact rules and regulations of their destination. Your coordinator can also accompany you to a doctor/hospital or a COVID-19 testing site, if necessary.

**Restaurants:** Restaurants may ask their guests to complete a form stating their name, email address, and phone number. They will keep the data for about two weeks to be able to trace possible contacts should one of their guests have tested positive for COVID-19. Usually, you will be asked to wear a face mask when entering/leaving the restaurant and when using the bathroom. CEPA will choose restaurants that apply the required cleaning and disinfection standards.



**CEPA** *Your trusted faculty-led partner abroad*

## **EMERGENCY PROTOCOL**

**Feeling ill:** If you feel ill and have symptoms that are related to COVID-19, please inform your On-Site Coordinator or faculty leader immediately as acting quickly will help to keep others safe in case of an infection. You will be required to take a Covid test, which is free of charge in most European Countries. Until the test result is available, you will need to stay isolated in your room at your accommodation. CEPA will assure that the student will be supplied with food and drinks at additional costs. CEPA will also provide necessary supplies and monitor his/her health regularly until the test result is available.

**Quarantine:** In case of a positive test result, the local health authorities will decide how to proceed. There are many scenarios that are handled differently at each destination. Depending on the severity of your symptoms, the health authorities decide whether you may be quarantined at your accommodation, at an accommodation assigned for COVID-19 patients, or at the hospital. You will be required to name all people that were in close contact with you recently, so that the authorities can prevent the virus from spreading further and inform affected people accordingly. If your accommodation can quarantine you, they will negotiate to have the additional costs covered by the local health authorities. Should this not be possible, please note that you will need to cover any additional costs yourself. CEPA will make sure that the student is quarantined adequately and will stay in contact with the student to monitor his/her health and general well-being. CEPA and your On-Site Coordinator will stay in touch with the health authorities for possible questions or updates from their end. Please always follow the directions of the local health authorities.

The local health authorities will also decide how to proceed regarding other program participants on a case by case basis. Depending on the amount of contact with the infected program participant, they may have to go in self-isolation as well or continue to monitor symptoms as usual. According to the measures ordered by the local health authorities, CEPA will decide about whether a continuation of the program is possible or if a termination is necessary. CEPA will be in close contact with the university partner to inform them about the current situation on-site, the decisions made by the health authorities and to discuss next steps accordingly.

**Insurance:** Your international health insurance will usually cover costs that are related to medical treatment. If you require treatment at a hospital, those costs will be covered. The insurance will, however, not account for costs that are unrelated to medical treatment, e.g. food deliveries or additional nights at an accommodation. Please ensure that your international health insurance covers pandemic scenarios. You can take out an international health insurance that covers pandemic scenarios (CareMed Gold Insurance) through CEPA and CEPA will inform you of inclusions/exclusions, so you can prepare accordingly. If you prefer to take out your international health insurance yourself, please make sure to double check what exactly is and what is not included in your specific package. CEPA will be happy to assist for possible questions you may have.

**Return flight:** Should you be unable to board your return flight due to quarantine or illness, you will need to discuss the coverage of additional costs resulting from this circumstance directly with the airline or the provider through which you have booked your flight. In general, it is usually difficult to receive a refund, but many airlines have specific covid rules relating to services and rebooking and are more flexible than usual.

**Please adapt and adhere to the specific rules and regulations of each destination during your entire program. Whenever you have questions or concerns while traveling, please get in touch with your On-Site Coordinator.**

**Thank you for your support and understanding!**

**CEPA Customized Educational Programs Abroad • [info@cepa-abroad.org](mailto:info@cepa-abroad.org) • [www.cepa-abroad.org](http://www.cepa-abroad.org)**

