

Hygiene policy for speakeasy Berlin

speakeasy Berlin is monitoring all developments related to Covid-19 very closely and is following the instructions of the government, the Berlin Senate as well as the Robert Koch Institute.

The current hygiene policy of 09.02.2022 is based on the update of the SARS-CoV-2 Infection Protection Ordinance of 01.02.2022. It is valid subject to other specifications of the Berlin Senate Administration. Should new requirements be issued by the federal or state government, this hygiene policy will be adapted accordingly.

The hygiene policy applies to language courses as well as to telc language examinations.

General hygiene measures:

The recommendations of the Robert Koch Institute and the Federal Ministry of Health must be followed. These include:

- Hand hygiene:
 - Washing hands regularly and thoroughly with soap for at least 20 seconds, especially - but not exclusively - after going to the toilet, blowing the nose, coughing or sneezing, and meals
 - Recommendations for hand hygiene:
 1. Hold hands under running water
 2. Soap hands thoroughly
 3. Leave soap on for at least 20 seconds
 4. Rinse hands under running water
 5. Dry hands
- Disinfectant for hands is available in a dispenser in the reception area on the 2nd and 5th floor.
- Contact with mucous membranes in the face (mouth, nose, eyes) should be avoided as much as possible.
- Teaching materials are not to be shared with other people.
- Cough and sneeze etiquette:
 - When coughing or sneezing, keep a minimum distance of 1.50 metres from other people.
 - It is best to cough or sneeze into a disposable handkerchief and then dispose of it.
 - If a handkerchief is not available, cough or sneeze into the crook of the arm.

Mouth-nose covering:

A medical mask or FFP2 mask must be worn in all shared areas of speakeasy Berlin (hallway, reception area, toilets). A medical mask or FFP2 mask must also be worn in the classrooms. This also applies to the written and oral parts of language examinations.

Medical masks and FFP2 masks can be purchased at the reception of the school.

Should a participant not wear a medical or FFP2 mask in the shared areas or classrooms of speakeasy Berlin, this person may be asked to leave the school.

Contact reduction:

Buying books or registering for language courses or telc exams can be done at the speakeasy front office. For counselling sessions and general enquiries, the speakeasy team is available by e-mail, in-person, or telephone.

Classroom teaching:

Classes have been taking place in the school since 07.06.2021. Online courses are continuing to be offered separately.

telc exams:

telc examinations take place as face-to-face events in speakeasy classrooms. During the entire stay in our premises, including during the entire examination, both staff and participants must wear a medical mask or FFP2 mask and keep a minimum distance of 1.5m. There is no obligation to wear a mask while the participants are seated at their assigned fixed seats and the required minimum distance is ensured.

Telc participants need proof of a SARS-Cov-2 negative test result (max. 24 hours old). Exceptions to the testing requirement are only possible with proof of complete vaccination protection or for those who have recovered from the virus in the past 3 months according to the currently valid Vaccination Protection Measures Ordinance of Berlin.

information for participants:

- Participants in physical classes must test every day and be able to show proof of a valid negative test.
- This obligation to test does not count for those who are fully vaccinated or have recovered from COVID-19 according to the Berlin Infection Protection Measures Ordinance (Infektionsschutzmaßnahmenverordnung). In this case, participants must be able to show corresponding proof on request.
- Only healthy participants are allowed to take part in face-to-face events at speakeasy Berlin.
- If participants feel sick or ill (e.g. fever, cold symptoms, cough, altered sense of smell or taste), they are not allowed to come to school and must stay at home.
- A [special anti-bacterial foil](#) has been applied to all door handles in the school. It protects contact surfaces from bacteria and viruses such as Covid-19 or the flu with 99.98% effectiveness.
- Every teaching room has been outfitted with an air filtration machine which provides mechanical ventilation in addition to regular ventilation.
- The rooms are regularly ventilated during the courses and during the exams.
- The minimum distance of 1.50 metres from other people must be maintained in all classrooms.
- The minimum distance also applies in the classroom.
- There is also a distance of 1.50 metres to the examination invigilator.
- Participants and examination invigilators must also wear a medical mask or FFP2 mask in the classroom. The obligation to wear a mask does not apply if the participants stay at their assigned fixed seats and the required minimum distance is ensured.
- speakeasy language exams are held on two floors to distribute the number of participants per floor.
- Course books are available digitally.
- Students are requested to leave the school promptly after taking their exam. Concerns can be expressed to our customer service team by phone or email.
- speakeasy events are being held both online and in person.
- The hygiene policy is available on the website and is displayed in the school.

- Participants will receive a confirmation email after registering for a course or exam, informing them of the hygiene policy.
- If participants want to make a booking at the front desk, they must wear a medical mask FFP2 mask.
- If participants want to collect an examination certificate, they must wear a medical mask or FFP2 mask.

Important information for employees:

- All employees must wear a medical mask or FFP2 mask.
- Employees in the office may remove their mouth/nose protection, provided the minimum distance of 1.5 metres is maintained.
- Customer service staff and language examiners are separated from participants by Plexiglas screens.
- All employees involved in examinations must be tested every day and must be able to prove a valid negative test or a proof of exemption from the testing requirement.
- All speakeasy staff can be tested for SARS-CoV-2 twice a week during internal PoC antigen testing by appointment.
- The teachers' room is available for all teachers to store their belongings during lessons, but should not be used for breaks.
- On examination days, a medical mask or FFP2 mask is to be worn by all staff involved in the examination process.

Cleaning measures:

All speakeasy Berlin premises are professionally cleaned on a regular basis.

Signage:

There are clearly visible signs in the entrance area of the school indicating the minimum distance of 1.50 metres and the compulsory wearing of a mouth-nose covering. The text on the signs is in both German and English.

Contact person:

speakeasy Berlin GmbH

Email: info@speakeasy.berlin