Dear students,

Due to the current worldwide corona situation, special hygiene rules apply at the ActiLingua Academy until further notice. These serve for your protection and the health of all ActiLingua students and employees.

The hygiene manual for Covid-19 from the Austrian Federal Ministry of Education, Science and Research serves as the basis for our hygiene measures.

1. Individual hygiene measures – Important measures:
   - Keep your distance (at least 2 meters)
   - Wear a FFP2 mouth-nose protection in the ActiLingua Academy at all times
   - Take 2 obligated tests / week for all ActiLingua employees and students for Covid-19
   - Stay at home if you notice any symptoms of respiratory illness
   - Refrain from touching, hugging or the shaking of hands
   - Regular and thorough washing of the hands (min. 30 seconds)
   - Do not touch your face with your hands, i.e. neither mouth nor eyes nor nose
   - Do not forget to wear a FFP2 face mask when using the public transportation or entering public buildings and shops. Try to work doorknobs and elevator buttons only with your elbows.
   - Cough and sneeze into the crook of your arm! Keep the greatest possible distance when sneezing, ideally turn away
   - If the minimum distance cannot be maintained, FFP2 mouth-nose protection must be worn

2. Classrooms, student lounge, school office and corridors
   To avoid transmission, a minimum distance of 2 meters must also be maintained in school. The tables in the classrooms are accordingly far apart. Moving furniture is not permitted. All students must wear a FFP2 face mask at all times.
   Every 30 minutes a blast ventilation or cross ventilation through fully open windows over min. 5 minutes is required. Teachers and student are in charge of this.
   The distance regulation also applies to the student lounge, in the corridor and in the school office. The computers in the student lounge, books, DVDs, magazines and dictionaries from the media library may not be used outside of class. Furthermore, all ActiLingua employees and students are obliged to take a Rapid Antigen Test every Monday and Wednesday before the course (between 8:15 am and 8:45 am).
   The test is sponsored by ActiLingua and is free of charge for all ActiLingua students.

3. Cleaning + sanitary areas
   The following is cleaned and disinfected by ActiLingua staff particularly thoroughly: door handles, stair and handrails, light switches, tables.
   Table surfaces can only be cleaned when the surfaces are completely cleared.
   Students are required to clear their tables completely after class.
   There are sufficient liquid soap dispensers, disposable towels and toilet paper in all sanitary rooms. Hand disinfectant is available at the entrance. Please note that only one person may be in the washroom at a time and that the minimum distance of 2 meters is mandatory. Toilet seats, fittings, sinks and floors are cleaned regularly by the cleaning staff.
4. In the building
Please meet before / after class outside of the Actilingua Academy. Please come to class max. 10 minutes before lessons start and leave the Actilingua Academy immediately after class. Ideally, your stay in the school building should only take place during class. Students must wear a FFP2 mouth-nose mask in the whole school building!
Due to our security measures, the lessons will start with a time delay for each group. Please check your schedule on the notice boards in the school.
The breaks can be held with a minimum distance of 2 meters in the classroom with the windows open or outside the ActiLingua Academy.

5. Contact with the ActiLingua team
In the school office, where student matters can be discussed, a maximum of 4 people (2 ActiLingua employees + 2 students) is allowed at the same time, subject to min. 2 meters minimum distance and wearing a FFP2 mouth-nose protection.
Course registration, registration upon arrival, certificates and inquiries can be sent in writing to our booking center (info@actilingua.com).

6. Obligation to report a suspected corona / corona disease
If you are suspected of being infected with Covid-19 and / or have a positive Covid-19 test result you must inform the school management immediately.
You cannot appear in school if you:
- were in contact with infected people
- currently show symptoms of a cold/respiratory infection
- have an increased body temperature (more than 37 °C, even without other symptoms)
If a student's body temperature is elevated, the student is sent home for 48 hours and then referred to a doctor if the symptoms persist after this time. The doctor will decide whether the student needs a medical exam or self-quarantine is sufficient.
In the event of a positive Covid-19 test result, the student is asked to self-quarantine for at least 14 days and strictly follow the recommendations of the health authority. The cost of the self-quarantine is borne by the student.

If you are concerned about Covid-19, please call the health service hotline 1450!

7. Disclaimer of liability
As a company, we have no responsibility for the individual non-compliance with the code of conduct of the federal government or the city of Vienna by our customers. ActiLingua Academy is not liable for any course participant’s infection with Covid-19. Our students confirm this with their signature and use of our services.

I have read and understood the information:

First and last name (in block letters) ______________________________
Place, date, signature ______________________________