



## Security guide lines at the European Rolfing® Association e. V.

ERA encourages everyone to consider others at all times in your planning during this crisis and the period to follow. We all share responsibility for the well-being of each other and must act accordingly.

In order to ensure the safety of students, instructors, models and employees in the immediate vicinity, the following measures are mandatory, in addition to the usual hygiene practices.

### General preparation

- ✓ Place a notice of these Safety Guidelines in the entrance, office and common areas.
- ✓ Please take off shoes in the entrance area
- ✓ Always wear socks or slippers (do not walk barefoot)
- ✓ Students/Instructors must bring two sets of clothing: one for personal use entering and leaving the building; and the other for use within the building during the lesson.
- ✓ there will be marked ways into the training room through the corridor and out through the second training room
- ✓ schedule to enter ERA for students and models
- ✓ Toilets can be used only one by one, please shut the entrance door.
- ✓ limited amount of persons in common areas – 2 in kitchen area, 4 in meeting room , max 2 in waiting area, 1 in each bathroom, 1 in the entrance to maintain suitable distance (1.5m) from each other. Small islands with a chair etc. for the change of clothes and to keep students personal belongings will be created in the small training room!
- ✓ Use of items and food preparation in the Kitchen area are not allowed. Refrigerator use is limited to items for consumption during the lesson day.
- ✓ Bring your own cup/drinking bottle and label clearly with your name; bring your own cutlery; use exclusively throughout the day.
- ✓ Plan snacks and meals in advance. Bring Fingerfood or ready-to-eat food in a box. There will be no microwave! Please have your breakfast outside, before you enter the trainingcenter
- ✓ Minimize the use of paper - electronic distribution of learning materials, no handouts; students are encouraged not to bring their textbooks and only a notebook if needed. Writing materials are the responsibility of the student. ERA will not provide paper or pens for writing.
- ✓ Plan the use of space and time between lessons and/or different groups to avoid contact between them where possible.
- ✓ Instructors get a personal bag with flipchart markers, only to use for them! Use your own pen and items!



- ✓ Students/Instructors may bring only the minimum necessary supplies for each lesson and a plastic garbage bag in which to collect items used after each lesson.
- ✓ The office staff will use a different entrance. There will be a counter to the entrance area for questions etc. Distance will be marked on the floor! If possible, questions should be addressed by electronic means - phone, email, or similar when needing to interact with the office staff only by appointment
- ✓ All individuals are responsible for observing the hygiene procedures in place by Bavarian health authorities. Following these practices while away from ERA will minimize risk to everyone.
- ✓ Wherever possible non-touch lesson material will be delivered through online lessons to minimize the requirement for physical lesson time. All subjects in the curriculum will comply with this requirement.

#### Before/After class

- ✓ Ensure everyone is wearing clothes for the lesson that can be washed as hot as possible, 60° C would be best. Lesson clothing should be adopted immediately upon entering the building and only worn in the building. Personal clothing should be worn to enter and leave the building and NOT while lingering within.
- ✓ No physical contact between individuals when greeting or saying goodbye; all physical contact within ERA shall be restricted to physical contact during the lesson.
- ✓ Minimize unnecessary physical contact throughout the building - common access areas to have door open at all times; classroom / office doors to be handled exclusively by instructors or office employees.
- ✓ Avoid wearing any jewelry (finger rings, bracelets and watches) when attending ERA.
- ✓ Wash your hands thoroughly upon entering the building and before changing into lesson clothing; wash hands thoroughly upon finishing lessons and changing back into personal clothing.
- ✓ Make sure your hair is tied up and cannot brush freely on the objects around you.
- ✓ Address all personal hygiene and care while at home (tooth brushing / nail clipping / similar).
- ✓ Ventilate the lesson rooms thoroughly and regularly throughout the day; at least 10 minutes every hour and before, during and after the education time
- ✓ Instructors are encouraged to teach techniques in prone, side-lying or seated positions where the direct face-to-face contact between individuals is minimized.
- ✓ Restrooms, changing and teaching areas will be cleaned thoroughly and disinfected. Any items remain behind will be placed in closed garbage bags and students must request items that have been misplaced. ERA will not seek to identify the owner of materials left behind.

#### While at the training center

- ✓ The distance of 1.5 meters between individuals should be maintained in all common areas.
- ✓ No visitors may accompany individuals attending ERA for lessons.



- ✓ Wash hands frequently during the day and dry on paper towels where possible.
- ✓ Individuals who want to wear a hygiene mask during lessons are encouraged to do so. The individual is responsible for supplying their masks for personal use.
- ✓ Individuals need to wear a hygiene mask during sessions. ERA is responsible for supplying their masks for models, students and instructors – everyone needs to pay a costshare of 1,- € per hygiene mask
- ✓ Individuals who wish to wear gloves during periods not involving direct touch are also encouraged to do so. Each individual is responsible for supplying their gloves.
- ✓ Individuals who want to wear eye goggles are allowed to do so. The individual is responsible for supplying their personal use equipment.
- ✓ Use of personal electronic devices during the lesson day is restricted; these items shall remain in the individuals bags/backpacks and not be used during the lesson day. Hands must be washed after each use of a personal electronic device.

#### During the lesson

- ✓ Ask your client again specifically about COVID\_19 symptoms at the beginning of each lesson.
- ✓ Keep a distance of 1.5 meters during all non-touch portions of the lesson day.
- ✓ Depending on bodywork performed use separate pads for each client. The sheets may only be used with one partner.
- ✓ For models: models bring their own blanket and bathrobe . Changing clothes for models will take place in the break-room. They enter directly the training room. Models need to wear socks or house shoes.
- ✓ While working directly with others, advise students to speak only when necessary during the practicums/exchanges in order to minimize unnecessarily spreading aerosol droplets.
- ✓ During exchanges, limited physical contact to the techniques and bodywork being taught; do not touch your face or mask if using one.
- ✓ Plan enough time between student exchanges to minimize physical encounters and maintain the 1.5 meter distance when moving around.
- ✓ Work with only one partner during any exchange; if changing partners make sure all parties involved wash hands thoroughly and clean the equipment used before proceeding; make sure to change the sheets/pillows in use if working with a new partner. Limit partners during a lesson day to 2 people.
- ✓ When working in a supine (back) position, both individuals are encouraged to use facial protection (goggles, face mask) devices and to minimize time working in this position.
- ✓ Only two people are allowed at any table at one time; if providing clarification the instructor must comply by allowing the 2<sup>nd</sup> student to observe from the designated 1.5m distance.



✓ Working surfaces (tables, stools, chairs) will be set up to ensure 1.5m distance between students while performing bodywork; if necessary, screens may be used to further separate and divide the working area to improve distancing while working.

#### After the lesson

- ✓ After finishing, remove all personal supplies and store in a closed plastic bag for transportation to home.
- ✓ Wash your hands and arms (if necessary) thoroughly.
- ✓ Immediately ventilate the class room.
- ✓ Above all, disinfect all smooth surfaces that were touched or used including tables, stools, pads, etc..
- ✓ Similarly clean any physical tools, or teaching materials used on sight.
- ✓ At home, clean any physical items used during a lesson, including notebooks and writing materials. Wash all clothing etc. used during a lesson immediately upon arrival as hot as possible, preferably at 60 degrees C.