

Emergency Response Plan for the COVID-19

The purpose of the following Emergency Response Plan is to tackle the emergency state due to the COVID-19 pandemic. The purpose of the Plan is to ensure that due to the response of all the concerned parties, it can be possible to continue our institution's activity under such circumstances. Due to the declaration of a state of emergency, the employees of the Centre for Continuing Education 'Fræðslunet Suðurlands' will be monitoring the situation daily, as well as following the instructions of the Chief Epidemiologist in every respect. The latest information can always be found on the website of the Directorate of Health: www.landlaeknir.is

Educational institutions' service during the declared state of emergency

In accordance with the Ministry of Education's statement, during the state of emergency the following emphases are binding:

- Schools will continue their activity as long as possible.
- The objective is that schools' employees continue their activity, even in the face of the necessity of sending students or employees home due to epidemiological measures.
- The teachers' role in distance education and homework assignments will be defined.
- Students' and employees' absences due to sickness will be in particular registered.
- Students being at the risk of dropping out will be, as much as possible, offered assistance from school counsellors.

The School Building/Facilities at Fjölheimar

Measures have been taken due to the COVID-19. Information on higher hygiene levels is placed at visible places and translated into three languages. Hand sanitisers are available in many places in the building and in every classroom, as well as gloves are available at the entrance. Hand washing can be done in easily accessed facilities. Measures have been taken concerning stocks of hand sanitisers, gloves and masks. The Company *Hreint*, in charge of cleaning at Fjölheimar, has been asked to review their cleaning plan with a decreased risk of infection in mind.

The Employees and Students of *Fræðslunet Suðurlands*

- a) In case of at least one employee of *Fræðslunet Suðurlands* getting infected with the virus, or requiring quarantine, efforts will be made, as far as possible, to continue the school activity. The employees of *Fræðslunet Suðurlands* can avail themselves of the option of working from home, as far as the conditions and situation of each and every one of them allow it. Courses, run by a particular project manager, may be cancelled, as appropriate. However, in order to prevent the above, different measures will be examined. The above also concerns the school counsellors and managers, who will, to their utmost ability, work from home.
- b) Should teachers, employed by *Fræðslunet Suðurlands* as contractors, be sent into quarantine, efforts will be made to take such measures that can make it possible for them to teach through video conferencing equipment. In case of a teacher becoming ill, the course will be postponed or cancelled, as appropriate.
- c) If a student or group of students need to be sent into quarantine, efforts will be made to make it possible for them to continue their study through video conferencing equipment.
- d) If a student or group of students are apprehensive about the continuation of their study, the employees will review the case with the concerned party and readily assist with the appropriate information, being solution-orientated and displaying composure.
- e) If a student becomes ill, and thus withdraws from school, the Chief Epidemiologist's recommendations will be adhered to about potential restrictions and contact with the ill person. Efforts will be made to make it possible for him at a later time to continue and finish his studies.
- f) Should the school be closed down (a ban on mass gatherings), *Fræðslunet Suðurlands'* procedures will be followed, concerning information distribution and the ongoing activity, because the school will still operate at some level, e.g., through video conferencing equipment. Information distribution during the ban on mass gatherings is important, as it is important to inform about the process of reopening the school.

Forms of Contact

Queries and suggestions about the influenza epidemic can be sent to the e-mail address: fraedslunet@fraedslunet.is The telephone answering service is available at 560 2030.



The status information concerning *Fræðslunet Suðurlands* will be published on www.fraedslunet.is

Person in charge: Eyjólfur Sturlaugsson

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