



COVID-19 Measures and Prevention Brochure



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1. Introduction and purpose of this brochure

The spread of COVID-19 has disrupted communities and businesses worldwide compelling us to come together and finding ways to minimize the impact on public health and limit disruptions to economies and supply chains. As an international educational institution, Orsi Academy plays a very important role in the prevention of further spreading or new flare-ups of this very contagious virus.

The aim of this brochure is to inform you of the Orsi Academy COVID-19 policy and the necessary measurements taken to ensure the safety of all persons entering our establishment. These mandatory guidelines, which are based upon expert advice and scientifically founded information, are introduced to provide a safe environment for both employees and visitors in the post-lockdown period by limiting the infection risk as much as possible.

Please read the protocol thoroughly and if any questions pop up do not hesitate to ask further information at the front desk.

2. COVID-19 free zone

Orsi Academy is a COVID-19 free zone. Via the strict application of the general precaution measures installed by the government of Belgium, we will keep infection and contamination out. To enforce this, a couple of fundamental actions are expected of each individual entering our premises:

- Environmental control
- Cough hygiene
- Hand hygiene
- Correct usage of personal protective equipment (PPE)

Also additional measures are mandatory:

- Mouth/nose mask
- Social distancing

2.1 Environmental control

- Upon entering the facility, every visitor (including staff and contractors' staff) need to go through entry control, which includes:
 - A COVID-19 test when made available by the government
 - A temperature check
 - Completion of a small diagnostic survey (ARI criteria)
 - Disinfecting of the hands
- Orsi staff will refuse entry to people with deviating data
- Only planned and preregistered visitors will be allowed
- Tele meetings will be enforced if possible

2.2 Cough hygiene

Cough hygiene must be respected at all times:

- Turn the face away from others when coughing or sneezing.
- Cover mouth and nose with a disposable tissue when coughing or sneezing. If a disposable tissue is not available, please cough in the elbow rather than in the hand.
- Use disposable tissues and throw them away in an available bin immediately (without touching the lid).
- Wash your hands after coughing, sneezing or using a tissue.
- Hold your distance (> 1,5 meter) from others.
- Wear a mask over the mouth and nose when in close contact to others ($\leq 1,5$ meter) or when performing clean tasks (touching food/medication, ...).

2.3 Hand hygiene

Hand hygiene is the most important anti-infection measure! Our facility has multiple areas where hands can be washed with water and soap but there will also be disinfectant gels present in every space.

Every visitor must keep the following rules in mind:

- No jewelry on hands or wrists
- Short sleeves (forearms free)
- Hands must be disinfected according to the golden standard



Figure 1: How to wash/disinfect hands correctly

2.4 Personal protective equipment (PPE)

For optimal protection obligatory PPE measures have been put into effect.

- All visitors are obliged to wear surgical masks covering both nose and mouth.
- All people active in the labs are obliged to wear:
 - Single Use scrubs
 - Isolation Gowns
 - Surgical masks
 - Gloves

- In case of high exposure zones (e.g. cadaver) additional PPE will be provided:
 - Safety Glasses
 - Shoe covers
 - Bonnets

All protective gear should be changed (at least) daily and/or when (visibly) polluted.

2.5 Social distancing

Social distancing is very important in the battle against this virus, therefore the measure of keeping a distance of at least 1.5 m is very important to maintain. This also applies to greetings that require close physical contact and therefore cause possible infection risks.



Figure 2: Suggested alternative handshakes

2.5.1 Infrastructural measures

As an international, educational institute we are compelled to enforce some infrastructural measures as well:

- In the labs a maximum of 6 persons per operating room (60 m²) is allowed.
- In the restaurant it is obliged to disinfect the hands when entering and leaving (cfr. §2.3). The capacity will be reduced, groups of visitors will not be mixed and the occupation during lunch time will be a maximum of 30 people.
- Use of the elevators should be avoided. If this is not possible, the occupancy should be limited to two persons.
- Throughout the building there will be guidelines indicating the correct ways to follow as to establish a one directional flow in the passage ways.

2.5.2 Cleaning measures

As a general rule frequently touched surfaces will be systematically cleaned by a dedicated cleaning team using 70% alcohol or Clinell (these surfaces include but are not limited to door handles, key boards, ipads, elevator buttons, stair railing...).

The surgical equipment will be cleaned and disinfected after use. It is not allowed hand-over instruments between different trainees.

2.5.3 Training model measures

As a training institute we may use training models during our courses for educational purposes.

All training models that are used are screened for COVID-19 by our suppliers.

All persons handling the training models (e.g. but not limited to Orsi Staff and visitors) are obliged to wear PPE at all times (cfr. §2.4).

2.5.4 Subcontractor measures

All partners are obliged to strictly follow the general precaution measures indicated by the government. Orsi staff will perform frequent checks to ensure compliance.

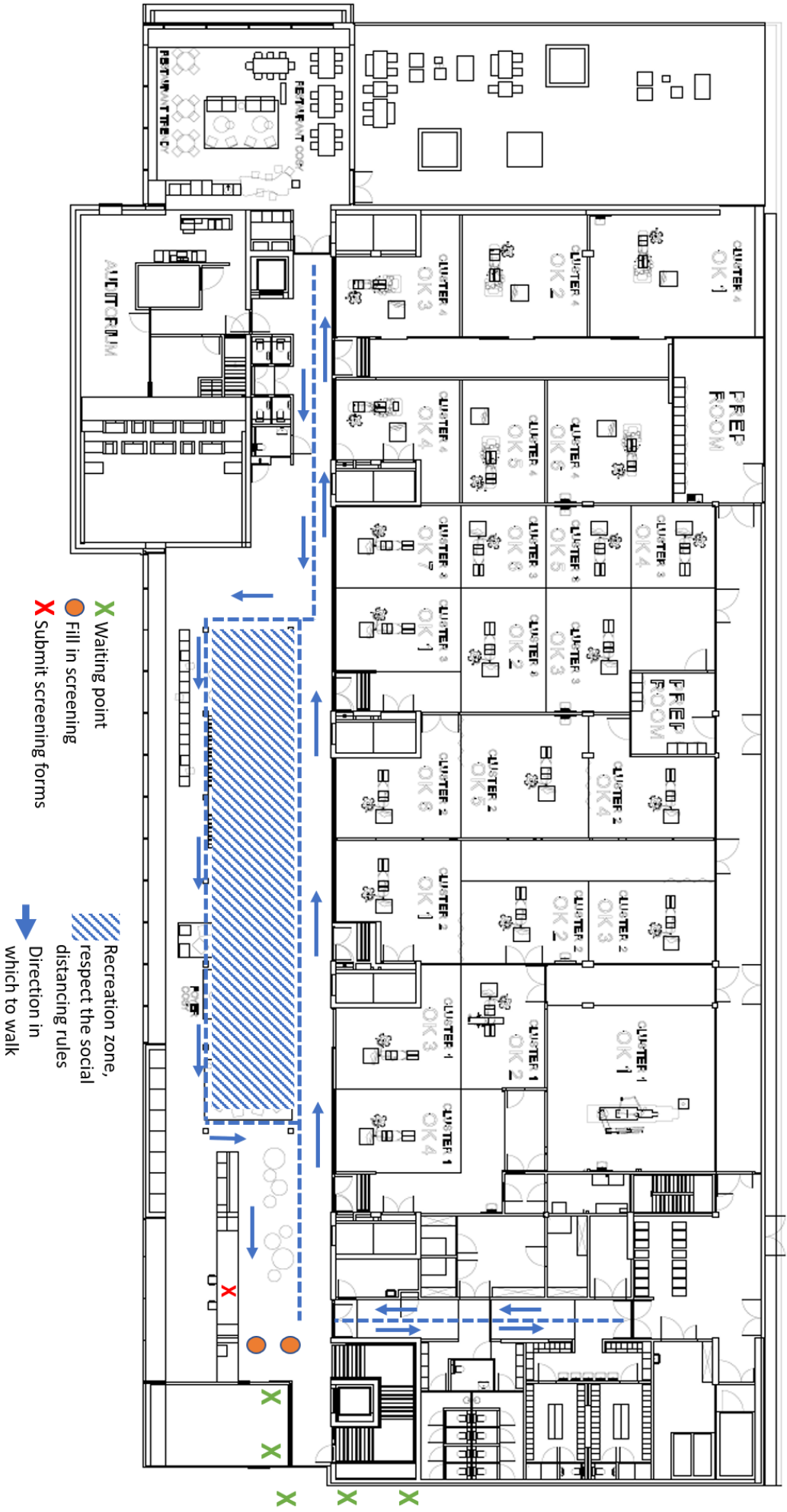
If a partner showcases risky behavior, Orsi will stop the collaboration immediately.

3. Subcontractors policy

- Deliveries should be performed with as little physical contact as possible.
- If possible the deliveries should be left at a separate location indicated by the front desk employee as to keep safe distance.
- Deliveries should be scheduled spread throughout the day to limit the amount of people present at the same time.
- Payments will only be executed electronically.

4. Closing word

As an educational and international establishment we are committed to our social responsibility and therefore are dedicated to taking the necessary actions and precautions to help prevent and slow down the spread of the corona virus. By being proactive as a community we can safeguard the health of our own visitors and staff, as well as the well-being of those with whom we interact. We stand with our customers and partners and will get through these complicated times as we come together as a resilient global community.



Route second floor

