

Learnlife
Barcelona Urban Hub & Barcelona Nature Hub
Covid-19 Action Plan
(version 1 October 2020) ¹

Hubs and Contacts

This plan applies to:

Learnlife Barcelona Urban Hub

C/ Enrique Granados 7, Barcelona 08007

Learnlife Barcelona Nature Hub

C/ Llançà 3, Gavà Mar 08850

Within Learnlife the following person(s) will have the responsibility for any decision regarding this COVID-19 plan:

Learnlife Barcelona Urban Hub - Sam Lardner

Learnlife Barcelona Nature Hub - Emma Buckle

Learnlife Operations - Blair MacLaren

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Introduction

In order to ensure a safe return to the hubs and reduce the risk of infection from COVID-19, the Learnlife community and visitors must adhere to the Learnlife COVID-19 Action Plan. The Plan is based on the Catalan Departament d'Educació guidelines, adapted to the realities of Learnlife.

Learnlife not only endeavours to comply with the government protocols and requirements for the COVID-19 crisis, but to exceed them when it is considered necessary in the interests of ensuring the community's safety.

The organizational plan includes:

- Pedagogical organisation, in the case of a pandemic, which requires partial or total lockdown of the space.
- Organization of groups of learners, staff and spaces.
- Schedules for entering and leaving.

¹ Updated Sept 2020 to take into account the Generalitat de Catalunya revised guidance to schools and parents issued on 9th September 2020; updated on 1 October 2020 regarding negative PCR results.

- Action plan in case of possible COVID-19 case.
- Action plan for ventilation, cleaning and disinfection of spaces.
- Measures for the Learnlife community members in the space.

General government recommendations are as follows:

- Organization of learners in “stable groups” (also known as “pods” or “bubbles”).
- For high-risk learners who suffer from other chronic diseases, each case will be assessed, together with the learner’s health professionals, to determine if they can come with their own protective equipment or protocols.
- Wash your hands before entering a space.
- For non-stable groups a 1.5m distance between people must be kept. Each learner has to have a minimum area of 2.5 m².
- Face masks should be used at all times for all people over 6 year olds.
- Ventilation of spaces should be guaranteed (at least before and after every activity and after every activity longer than 1.5 hours). It is recommended to have continuous ventilation.
- Spaces used by different stable groups should be cleaned and disinfected, with special attention to frequent contact surfaces.
- Promote the use of technology and minimize the use of paper (whenever possible, the materials will be for personal use).

1. Entering and Leaving Learnlife Hubs

The Learnlife COVID-19 controlled space starts:

- In the case of the Barcelona Urban Hub, the sliding door at the main entrance.
- In the case of the Barcelona Nature Hub, the main gates.

Only people who comply with this Plan may enter the hubs.

The Plan is designed to minimise the risk of the spread of the infection and to record which people are in the hubs at which times.

Learnlife will have team members assigned to control entry and exit from the hubs. The responsibility of those team members is to ensure that the entrance and exit from the hubs is done in line with this Plan. Those team members' decisions regarding access to the hubs is final.

Who may enter the space?

Entry to the space will only be permitted to the following people:

- Learners
- Learnlife team members or programme providers
- Co-workers (in the case of Learnlife Barcelona Urban Hub only)
- Service providers for essential maintenance and repairs
- Other approved visitors with a negative COVID test result issued not more than 72 hours prior to the visit.

Learners' families will not be permitted to enter the space while this plan applies other than in emergencies.

Entering the space

All people entering a hub must:

- Wear a mask.
- Have a small paper or plastic bag in which to store their mask.
- Disinfect their hands with the hydroalcoholic hand sanitizer provided.
- Disinfect their shoes on the mats provided.
- Disinfect their sunglasses, mobile devices, tablets and laptops with wipes.
- Have their temperature tested with an infra-red thermometer.
- Check-in
 - in the case of the Barcelona Urban Hub, using their swipe card or mobile device, or if not available, with the Learnlife host
 - in the case of the Barcelona Nature Hub, with the Learnlife host

- For learners at the Barcelona Urban Hub, confirm their lunch arrangements - packed lunch or delivery (confirm pre-ordered before arrival at Learnlife)
- Confirm, or have their family confirm, that they:
 - Are not displaying symptoms of COVID-19
 - Have not been in close contact with a person who has COVID-19
 - Have not been tested positive for COVID-19 and are not awaiting the result of a test.

All people who enter the hubs on a regular basis (e.g. learners, team) will need to have signed, or have had their family sign, a COVID-19 declaration.

People will not be permitted entrance to a hub if these steps are not followed.

It is recommended that each user brings with them their own **water-bottle**, pre-filled at home, which can be refilled in the hub if necessary.

People must stay away from the space if they show any of the **following symptoms**:

- Fever or temperature above 37.5°C
- Cough
- Breathing difficulties
- Sore throat*
- Blocked nose*
- Sore stomach with vomiting or diarrhea
- Sore head
- Physical discomfort and/or muscle pain
- Muscle Pain
- Change/loss in taste or smell (older children and teenagers)

*Sore throats and blocked or runny noses are common in children (12 years old and under) and should only be considered as potential COVID-19 symptoms **for that age group** when they are accompanied by one or more other symptoms on the above list.

“According to the COPEDI-CAT study carried out in numerous primary and hospital care centers in Catalonia and coordinated by the Vall d'Hebron hospital, the most common symptoms of COVID-19 in children are fever (59.6%), cough (49.4%), followed by fatigue (40.5%) and difficulty breathing (31.5%). The rest are less common symptoms that may also be suspected of SARS-CoV-2 coronavirus infection depending on clinical criteria.”²

Learners must not enter a hub if their temperature is **37.5°C or above**, or is only below that temperature due to the use of a medicine.

No-one should enter the space if they:

- Are in quarantine because they have tested positive for COVID-19.

² Translation from the document “Gestió de Casos COVID-19 als Centres Educatius” (Generalitat de Catalunya Department d’Educació - 09.09.2020)

- Are waiting for the result of a PCR (polymerase chain reaction) test or other diagnostic test for COVID-19.
- Live with a person who has COVID-19.
- Are in preventive isolation because they have had close contact with a case of COVID-19.

Leaving the Space

Prior to leaving a hub, each person must check-out:

- in the case of the Barcelona Urban Hub, using their swipe card or mobile device, or if not available, with the Learnlife host
- in the case of the Barcelona Nature Hub, with the Learnlife host.

Entering and leaving more than once per day

Learners should arrive once and leave once per day (i.e. they cannot leave the space and return to it during the same day) unless they are participating in a learning experience accompanied by a learning guide.

Other users of the hub should arrive once and leave once per day unless absolutely necessary.

Travel between hubs

Team members should not travel between Learnlife Barcelona Urban Hub and Learnlife Barcelona Nature Hub on the same day unless absolutely necessary.

Entrance and Exit Times

Learners will start and end the day at the given times for each programme:

Barcelona Urban Hub:

- Explorers: 9:00 - 16:00
- Creators: 10:00 - 17:00
- Changemakers: 11:00 - 18:00

Barcelona Nature Hub:

All learners:

- Flexible drop-off - 8:30 - 9:30
- Pick-up times: 14:15, 15:15, 16:30

This will allow for staggered entering and exiting and fewer people entering the hubs at the same time.

2. Mask Use

Everyone **must wear a mask at all times**, other than when eating (see below regarding arrangements for eating). This applies to both Learnlife Barcelona Urban Hub and Learnlife Barcelona Nature Hub.

Masks must

- be in a good condition
- be put on and removed by only touching the straps
- be stored in a small plastic or paper bag when not being worn

3. People

3.1. Programme Groups

Given the nature of the programmes offered by Learnlife and the use of the spaces, it can be difficult to create distinct stable groups (sometimes referred to as “bubbles” or “pods”) which remain isolated from each other during the day. The recommendation is thus to maintain the stable groups as much as possible whilst still allowing for the delivery of the learning experiences.

Learners will work in designated programme groups, formed by the other learners who are participating in the same programme plus the group’s assigned Learning Guide(s). Learners always are in the same Programme Group. Socialising and mingling should take place within the Programme Group.

Learners will have an allocated reference space and those spaces cannot be used by other groups nor users of the space. See the section “Spaces” below for more details on the use of spaces. Stable groups should be kept together as long as possible.

The Programme Groups are:

- Explorers (Learnlife Barcelona Urban Hub) - composed of approximately 30 learners
- Creators (Learnlife Barcelona Urban Hub) - composed of approximately 30 learners
- Changemakers (Learnlife Barcelona Urban Hub) - composed of approximately 10 learners
- Learnlife Barcelona Nature Hub (Adventurers, Discoverers, Pioneers) - composed of approximately 30 learners

Interaction between learners in different Programme Groups will be limited to those occasions in which interaction is required for the proper delivery of a learning experience. Learners cannot mingle or interact with other Programme Groups unless it is during a specific programme like Adelante or Studios. Programme Groups should not have contact with other users of the Hub during the day unless absolutely necessary.

Other Learning Guides or learning support staff may be considered a member of a Programme Group if most of their working day is spent in this group.

Users of Barcelona Urban Hub and Barcelona Nature Hub **must wear a mask at all times** and maintain a safety distance of **1.5 metres** from other users. .

Members of the same Programme Group **must wear a mask** at all times but are **not required to maintain the safety distance** of 1.5 metres from other members of the same Programme Group.

In the event that people who are not members of a Programme Group have to relate to these groups (e.g. non Programme Group specific Learning Guides, Studio Experts) or in the event that different groups have to relate to each other (Adelantes), individual protection

measures must be strictly complied with at all times, especially maintaining the **physical interpersonal distance of 1.5 meters** and using a **mask**.

Learning Guides and/or learning support staff cannot be members of more than one Programme Group and should not participate in different Programme Groups unless necessary for delivering a learning experience.

The number of Learning Guides and/or learning support staff in each Programme Group should be the minimum required to deliver the learning experiences.

In the event that a learner or number of learners have to remain at home, or a hub is closed, then Learnlife will provide a remote learning programme for the learner(s) affected.

The Programme Groups are stable to facilitate the traceability of contacts in the case of cases of COVID-19.

	Physical Distance Limits (indoors and outdoors)	Masks
Between members of a Programme Group (PG)	None	All users (e.g. learners, learning guides and other space users) at all times Except for: eating in designated eating areas.
Between members of different PGs or other users of the space	Must maintain a 1.5 metre distance at all times.	
Eating	Urban Hub - 1.5 meters between each user (or the equivalent safety surface area of 2.5 m ²). Nature Hub - 1.5 meters between each user (or the equivalent safety surface area of 2.5 m ²), except if they are in the same PG.	

3.2. Team members

For as long as a hub remains open, Learnlife will deliver learning experiences to the learners in the hub.

It is expected that the Learnlife team members responsible for the delivery of the learning experiences or the operation of the hub, will be in the hub.

Other Learnlife team members should coordinate with their team lead and team as to whether their roles and responsibilities require them to be in a hub. This will depend on each person's role in Learnlife.

For team members who suffer from other chronic diseases, each case will be assessed to determine if they should or can attend, in line with the company's employee health and safety obligations, and based on that whether there have to be specific protection measures adopted in relation to that person.

If a team member is not required to be in the space for their role, it is recommended that they work from home and use Zoom or Google Hangout for meetings. Ideally the occupation of the hubs should be kept to the minimum necessary to deliver Learnlife's products and services.

Learnlife team members who require to be in the Barcelona Urban Hub, should work from the Chiringuito area.

Learnlife team members who require to be in the Barcelona Nature Hub, should work from the allocated area.

When in the space, team members must not enter the Programme Spaces unless required for the learning experience and/or essential for their role.

Team members must **wear a mask at all times**, must **maintain the physical interpersonal distance of 1.5 meters**, and must follow all other safety procedures outlined in this document.

3.3. Co-workers (Learnlife Barcelona Urban Hub only)

For as long as the Barcelona Urban Hub remains open, Learnlife will give access to the co-workers who use the space provided they follow the procedures outlined in this document.

It is however recommended that if a co-worker is not required to be in the space that they work remotely. Ideally the occupation of the space should be kept to a minimum. Co-workers should not have visitors or guests.

Co-workers who do not have their own office should work from the Chiringuito area.

When in the space, co-workers must **wear a mask at all times**, must **maintain the physical interpersonal distance of 1.5 meters** and must follow all other safety procedures outlined in this document.

3.4. Service providers and other visitors

Access to the hubs for service providers and visitors should be kept to a minimum. As so far as possible access will only be made possible to:

- Service providers for essential maintenance and repairs
- Other approved visitors with a negative COVID test result issued not more than 72 hours prior to the visit.

When in the hubs, all service providers and visitors should **wear a mask at all times**, must **maintain the physical interpersonal distance of 1.5 meters**, and must follow all other safety procedures outlined in this document.

3.5. Families

Families will not be permitted to enter the hubs.

Learnlife will facilitate a list of persons who can be contacted by families for emergencies and other questions regarding the learners and the programmes.

Rather than physical meetings, Learnlife will communicate with families via email, phone calls and video calls, either individually, in small groups, or in wider programme groups.

4. Spaces

4.1. Programme Spaces

Learnlife has designated one or more specific spaces to each of the Programme Groups. This is the space in which as many as possible of the learning experiences will take place. Programme Groups should learn together as much as possible and occupy the same physical Programme Space. If a Programme Group occupies a space which is different from their Programme Space (e.g. studios, eating areas) the space should be cleaned and disinfected after the group leaves.

The designated Programme Spaces are as follows:

- Explorers: Parque and Playa, and the lockers in those areas
- Creators: The Shhh Room, the central makerspace and @rroba. They will use the lockers in the Shhh room.
- Changemakers: Co-working Space, using the hooks there as their “locker” space.
- Nature Hub Learners: indoor learnings spaces and connected terraces

The use of spaces other than the Programme Spaces should be minimised. If other spaces are used to deliver a learning experience (e.g. multimedia studio, music studio, maker space), the space and the shared material must be cleaned and disinfected.

Each Programme Space will have its own materials which must not be moved between spaces, and will be cleaned according to the cleaning plan.

4.2. Studios (Learnlife Barcelona Urban Hub only)

If a studio is used then the following protocol must be followed:

- All learners and team members should wash their hands before and after every activity.
- Instruments/tools should not be shared. If this is not possible, shared instruments/tools must be cleaned and disinfected between uses.
- Spaces must be properly ventilated by opening doors and windows (at least before and after activities and additionally in long ones, ≥ 1.5 hours). Fans may be used to encourage the flow of air where the design of the space does not naturally allow for airflow. It is recommended to maintain constant ventilation in the space if possible, by leaving doors and windows open.
- Masks must always be worn.
- Members of the same Programme Group **must wear a mask** at all times but are **not required** to maintain the safety **distance of 1.5 metres**.
- People who are not part of the same Programme Group **must wear a mask** at all times **and** maintain the safety **distance of 1.5 metres**.
- The Boquería can be used for workshops but prepared food cannot be given to other space users.

- The surfaces of the tables and all instruments and tools should be disinfected after each group. 70° alcohol can be used to disinfect the material.

4.3. Eating and Lunch

When eating they must maintain a physical interpersonal distance set at **1.5 meters** between themselves and other users (or the equivalent safety surface area of 2.5 m²), **unless they are in the same Learnlife Barcelona Nature Hub Programme Group.**

To be able to keep 1.5 metres apart from other people, it is assumed that the people are stationary (i.e. seated). This means that food must be consumed **seated**.

It is recommended that members of the same Programme Group eat in their own Programme Space if possible. Members of Programme Groups cannot eat in the Programme Space of a different Programme Group.

Sharing Tables: Other than for Learnlife Barcelona Nature Hub Programme Groups, it will be necessary to leave an empty chair, equivalent to 1.5 m, between them to guarantee the distance. Learnlife Barcelona Nature Hub Programme Groups can eat together at the same table without having to maintain a 1.5 metre distance between them.

Learners will have lunch with their Programme Group at their allocated time.

Learners and other users will be asked to respect any programmed sitting times so that cleaning, disinfection and ventilation can happen. Between lunch sittings, the allocated shared eating spaces must be **cleaned, disinfected and ventilated**.

Everyone must **wash their hands** before and after eating.

For Learnlife Barcelona Urban Hub:

- Learners should bring with them a packed lunch or arrange for food to be delivered to the space.
- In line with the “arrive once - leave once” policy, learners will not be allowed to leave the space to buy lunch during the day.
- Other users of the space are strongly encouraged to bring with them a packed lunch or arrange for food to be delivered to the space in line with the policy that they should arrive once and leave once per day unless absolutely necessary.
- All learners and other hub users must also have their own cutlery.
- There will be **no shareable items** such as plates, cutlery, salt and pepper, or oil.
- The **microwaves** cannot be used. It is recommended to bring any hot food in insulated containers.
- There will be no facilities for washing plates, dishes and cutlery after use.

The **sitting times** for Learnlife Barcelona Urban Hub are as follows:

- 1230 - 1300 - explorers (and other users of the space)
 - 15 min break for disinfection, cleaning and ventilation
- 1315 - 1345 - creators (and other users of the space)
 - 15 min break for disinfection, cleaning and ventilation
- 1400 - 1430 - changemakers (and other users of the space)
 - final disinfection, cleaning and ventilation

The **allocated shared eating spaces**:

- La Tuppería
- El Balcón

For **Learnlife Barcelona Nature Hub**:

- Learners should bring with them a packed lunch or will have contracted Learnlife's catering option.
- Other users of the space are strongly encouraged to bring with them a packed lunch or arrange for food to be delivered to the space in line with the policy that they should arrive once and leave once per day unless absolutely necessary.
- All learners and other hub users must also have their own cutlery.
- There will be **no shareable items** such as plates, cutlery, salt and pepper, or oil.
- There will be no facilities for washing plates, dishes and cutlery after use.
- There will be no **microwaves** available. It is recommended to bring any hot food in insulated containers.

Sitting times in Learnlife Barcelona Nature Hub will be determined by the Learnlife Barcelona Nature Hub Team to fit the programme schedule there.

To minimize contact, learners and other users must eat in the **allocated eating spaces**.

4.4. Other spaces and space usage

- In all other spaces, everyone must **wear a mask at all times**.
- **“One space per day”** - users should try to base themselves in the same space for a day, be it a desk and chair in a co-working space, or a chiringuito.
- If a user has to move between spaces, that space must be cleaned and disinfected after its use.
- Sharing of equipment, devices, utensils or other instruments or accessories should be avoided as much as possible. Anything that is shared must be cleaned and disinfected between uses.
- Special attention should be paid to the correct ventilation of the space.
- All spaces should have appropriate pedal operated closed lid waste disposal bins in close proximity.
- Space will have signs explaining the maximum number of people for that space and the best use of that space.
- In so far as possible, and unless necessary, due to the difficulty in cleaning them, there will be **no soft furnishings** (e.g. cushions) used in the space unless they are

covered in a wipeable material or unless they are for the exclusive use of a Programme Group.

- Any **lockers** and hooks need to be emptied every day in order for deep cleaning to happen.
- **Bicycles and Skateboard** - Cannot be brought into the hubs unless there is a storage area assigned to them. They should not be shared with other learners.
 - In Learnlife Barcelona Urban Hub there is a skateboard rack next to the front door.
 - In Learnlife Barcelona Urban Hub there is a bicycle parking area for team members next to the front door.
- **Movement (Learnlife Barcelona Urban Hub)**
 - Movement activities can happen in a Programme Space if all the participants are members of the same Programme Group.
 - All other movement activities in Learnlife Barcelona (e.g. community yoga) will happen in the Plaza in the space framed by El Balcón.
 - The movement space should be cleaned and disinfected before and after use. Tape will denote the limits of the movement space.
 - All participants need to bring their own personal material for all movement activities (e.g. yoga mat), and a 1.5 metre distance needs to be maintained at all times.
 - The silks cannot be used and any movement activities which require non-wipeable crash mats cannot take place.
- **Printer (Learnlife Barcelona Urban Hub)** - it will only be possible to operate the printer wirelessly. The printer will be located near the Community Host's space and they will bring the printed material to the relevant Programme Group. Printing should only happen where absolutely necessary.

4.5. **Materials**

The shared use of material, equipment and devices should be minimised, but is permissible between members of the same Programme Groups.

Where it is unavoidable for the proper delivery of the learning experience, any objects that are shared must be cleaned and disinfected between each user and also at the end of the learning experience. This would apply, for example, to mobile devices, instruments, tools, pens and pencils, and chairs.

Learning Guides will be issued with their own material kits which should not be shared with any other user of the space.

5. Space Cleaning and Ventilation

Cleaning

- Areas frequented by community members or visitors will be cleaned at least daily with detergent or disinfectant (the “daily deep clean”).
- More frequently touched areas and surfaces, such as door knobs, stair railings, etc., will be cleaned several times a day with a detergent or disinfectant solution or wipe.
- Community members will be encouraged to clean all of the personal property that they bring to the space such as sunglasses, mobile phones, laptops and iPads with disinfectant, such as disinfectant wipes.
- There are situation-appropriate cleaning products and personal protective equipment available to disinfect the space following an outbreak.

Ventilation

Indoor facilities will be ventilated for at least 10 minutes at a time:

- At 0830, before learners arrive
- 3 more times during the day (e.g. 1000,1200 and 1400)
- At 1600, before learners leave

In general all spaces should be adequately ventilated and when possible, windows and doors should be left open during activities. It is recommended to have continuous ventilation i.e. leave doors and windows open at all times. Spaces which cannot be effectively ventilated should not be used e.g. yellow submarine in the Barcelona Urban Hub.

It is recommended, whenever possible, to keep the doors open, thus improving ventilation and limiting contact with door handles.

6. Physical Distancing

Learnlife will encourage the maintenance of proper physical distancing as follows:

- Posters should be featured around the workplace urging people to keep at least 1.5 metres distance between others in the space.
- Signs should be posted at the entrances to the elevator and meeting rooms to ensure the maximum safe capacity is not exceeded.
- Workstations, desks and tables will be moved further apart to comply with social distancing.
- Physical meetings should be kept as short as possible and held in large spaces.
- Contactless delivery should be used for any regular delivery services.
- Social distancing markers should be placed on the floor in areas where people line up or tend to perform routine tasks.
- Social distancing markers should be placed in seating areas.
- Community members should be urged to limit physical contact with others – this includes kissing, hugging, shaking hands or touching objects of others.
- Circulation routes, and staggered times (e.g. for learner drop-off) should be established in order to avoid too many people gathering in certain places and/or at certain times.

7. Hand washing

- Hand sanitiser stations should be placed at entry and exit points and strategic points around the space.
- The bathrooms should be well stocked with hand soap and paper towels.
- Posters should be displayed with instructions on how to wash hands thoroughly.
- Community members should be instructed on other ways to limit the spread of germs, including by not touching their faces, by sneezing into their elbows, and by staying home if feeling sick.

For learners, hand washing is required:

- On entering and leaving the space
- Before **and after** eating
- **Before** and after going to the toilet
- Before moving from one learning space to another e.g. from a Programme Space to a studio.
- At least **5 times per day** (approximately once every 1.5 hours) (it is recommended to use a timer (e.g. on a mobile) to track this)

For other users of the space hand washing is required:

- On entering and leaving the space (learning team members should make sure this happens before contact with the learners),
- Before and after coming into contact with food, whether that is learners' meals or their own,
- **Before** and after going to the toilet
- Before moving from one space to another e.g. from a co-working space to a chiringuito.
- At least **5 times per day** (approximately once every 1.5 hours) (it is recommended to use a timer (e.g. on a mobile) to track this)

Hands must be washed with **soap for at least 20 seconds** and dried with **disposable paper towels**. Hydroalcoholic solution dispensers will be available at strategic points (eating space, learning spaces, etc.).

8. Symptom control and monitoring

Learners' families must take responsibility for the health of their children. In the case of learners over the age of 18, or for other adult users of the space, they must take responsibility for their own health.

At the beginning of the programme, they will sign a responsibility statement in which:

- They will state that they are aware of the current situation of the pandemic with the risk that this entails and that, therefore, they will follow the measures that may be necessary at any given time.
- They undertake not to enter, or allow their child to enter, the space in the event that they have symptoms of COVID-19 or have had symptoms of COVID-19 in the last 14 days, and to inform Learnlife immediately so that the appropriate measures can be taken.

Symptoms include, but are not limited to, a high temperature, a cough, a sore throat, a headache, muscular pain, vomiting, diarrhea and loss of taste and smell. Please check the [WHO](#) for more details.

Community members must inform Learnlife if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19, or have been tested for COVID-19.

Learnlife will post signs about the symptoms of COVID-19 in the space.

9. Action plan in case of possible COVID-19 case

9.1. Learners with symptoms

If a learner shows **COVID-19 symptoms** or **symptoms of a respiratory infection** (e.g. cough, sneeze, running nose) while at Learnlife, they will be isolated and their family will be informed. The family should arrange for collection of the learner as soon as possible. If the symptoms are serious (e.g. difficulty breathing, frequent diarrhea or vomiting, intense stomach pains, disorientation, tendency to fall asleep) then the emergency services for COVID-19 (telephone: 061) should be called.

The person responsible for the care of the learner will be:

Learnlife Barcelona Urban Hub: Sam Lardner

Learnlife Barcelona Nature Hub Nature Hub: Emma Buckle

The learner, and any person who is accompanying that learner, must wear a mask and should maintain a distance of at least 1.5 metres. If a mask cannot be worn by the learner for medical reasons, the person accompanying that learner must wear a mask, face shield and single use gown.

If a learner shows **COVID-19 symptoms** or symptoms of a **respiratory infection** (e.g. cough, sneeze, running nose) outside of Learnlife, the learner should **not** come to the space.

In both cases the family will be responsible for taking the learner to a doctor within 24 hours. The doctor will decide if they need a PCR (polymerase chain reaction) test.

If that is the case, the test should be carried out within 24 hours and the family must notify Learnlife that the test has been done.

The learner will wait for these results at home but the rest of the Programme Group and learner's close contacts will be able to go about their daily lives as usual. However, if the learner has a brother or sister at Learnlife, that brother or sister must quarantine at home until the results of the learner's test are received - if the result is negative the brother or sister may be able to return to Learnlife unless they are waiting on a test result themselves.

If the symptoms are **mild** and, for example, the learner is not known to have been exposed to a confirmed case of coronavirus and no one in the family has traveled abroad in the previous 14 days, it may be that the doctor decides to monitor the symptoms at home without testing. As a symptom, however, the learner **cannot** go to Learnlife.

If the symptoms completely disappear during follow-up, and the doctor has not recommended going for a test, they can return to Learnlife with a written note to that effect from a medical professional.

If a learner has **allergic rhinitis, isolated sneezes**, or if their **nose begins to run but the symptom ends indoors** (ie. the running nose is caused by low temperatures), the learner **can** attend Learnlife as long as their general condition is otherwise normal and there are no symptoms of infection.

If a learner's respiratory symptoms persist, they do not need to be tested repeatedly as long as the symptom pattern remains the same.

Test Results

If the result is **positive**, the learner's family must notify Learnlife. The entire Programme Group will be quarantined, and anyone with whom that learner has had close contact may also be asked to quarantine, for **10 days** after the last contact with the infected learner. It is recommended that members of the same Programme Group should then be tested - this should be requested via the learner's health service explaining why the request is being made.

A learner who has tested positive (who has not been hospitalised) must remain quarantined at home for at least **10 days** since the start of the symptoms and for at least **72 hours** after the symptoms have stopped. For cases which have been hospitalised, the quarantine period may be extended from 10 days to 28 days, according to medical advice.

Family members, people living in the same space, and close contacts of a positive case should stay in preventative confinement for **10 days** even if their individual PCR test is negative. They should be especially vigilant during days 10 to 14 for any symptoms that may develop.

If the result of a learner's test is **negative**, or the medical advice determined that a test was not necessary, the learner may return to the hub 24 hours after the symptoms have stopped e.g. in the case of a fever, 24 hours after the temperature has returned to normal. In both cases, a written note to that effect from a medical professional is required.

If two learners in two different Programme Groups test positive, other than if they are from the same family group, there is a possibility that the entire hub will be closed for a 14 day quarantine period. In that case, the relevant authorities will be contacted to evaluate the situation.

Persons who have had a positive PCR test for COVID-19 in the 3 months previous are likely to be exempt from having to quarantine.

9.2. People other than learners with symptoms

If any user of the space who is not a learner shows **COVID-19 symptoms** or **symptoms of a respiratory infection** (e.g. cough, sneeze, running nose) while in a hub, they will have to leave immediately and contact a doctor who will determine if they need to take a PCR test. If the symptoms are serious (e.g. difficulty breathing, frequent diarrhea or vomiting, intense

stomach pains, disorientation, tendency to fall asleep) then the emergency services for COVID-19 (telephone: 061) should be called.

The person responsible for the care of the user will be:

Learnlife Barcelona Urban Hub: Sam Lardner

Learnlife Barcelona Nature Hub: Emma Buckle

Any person who is accompanying that symptomatic user, must wear a mask and should maintain a distance of at least 1.5 metres.

If any user shows **COVID-19** symptoms or symptoms of a **respiratory infection** (e.g. cough, sneeze, running nose) outside of Learnlife, they should not come to the space.

A test must be carried out within 24 hours and the person must notify Learnlife that the test has been done. They must stay at home until they receive the results but the rest of the users of the space, and family members of the person, will be able to go about their daily lives as usual.

If the symptoms are **mild** and, for example, the user is not known to have been exposed to a confirmed case of coronavirus and no one in the family has traveled abroad in the previous 14 days, it may be that the doctor decides to monitor the symptoms at home without testing. As a symptom, however, the user **cannot** go to Learnlife.

If the symptoms completely disappear during follow-up, and the doctor has not recommended going for a test, they can return to Learnlife with a written note to that effect from a medical professional.

If a user has **allergic rhinitis, isolated sneezes**, or if their **nose begins to run but the symptom ends indoors** (ie. the running nose is caused by low temperatures), they **can** attend Learnlife as long as their general condition is otherwise normal and there are no symptoms of infection.

If a user's respiratory symptoms persist, they do not need to be tested repeatedly as long as the symptom pattern remains the same.

Test Results

If the test is **positive**, the user must quarantine for 10 days, and notify Learnlife. Anyone with whom that user has had close contact may also be asked to quarantine for 10 days. A user who has tested positive (who has not been hospitalised) must remain quarantined at home for at least **10 days** since the start of the symptoms and for at least **72 hours** after the symptoms have stopped. For cases which have been hospitalised, the quarantine period may be extended from 10 days to 28 days, according to medical advice.

If the person is a **member of a Programme Group** (e.g. a learning guide), the user will wait for these results at home but the rest of the Programme Group and users of the space will

be able to go about their daily lives as usual. If the result of the test is **positive**, the entire Programme Group will be quarantined for 10 days. They should be especially vigilant during days 10 to 14 for any symptoms that may develop.

Family members, people living in the same space, and close contacts of a positive case should stay in preventative confinement for 10 days even if their individual PCR test is negative. They should be especially vigilant during days 10 to 14 for any symptoms that may develop.

If the result is **negative**, or the medical advice determined that a test was not necessary, they may return to the hubs 24 hours after the symptoms have ceased e.g. in the case of a fever, 24 hours after the temperature has returned to normal. In both cases, a written note to that effect from a medical professional is required.

If people from more than one Programme Group test positive, other than if they are from the same family group, it is likely that the entire space will be closed for 10 days. In that case, the relevant authorities will be contacted to evaluate the situation.

Team members will be reminded of their leave entitlements if they are sick or required to self-quarantine. Personal information about individual workers' health will be treated with utmost discretion, in accordance with privacy laws. Working from home will be facilitated for team members who are required to self-quarantine but are not displaying symptoms of COVID-19.

9.3. Close contacts with symptoms

If there is a suspected case in a learner's, or a hub user's, household or family group or other persons with whom they have had close contact, that person must isolate until the PCR test in relation to that suspected case is returned.

That person should stay at home and notify Learnlife of the suspected case.

If the suspected case's test is **positive**, the learner/user must quarantine for 10 days, and notify Learnlife.

If the suspected case's test is **negative**, the learner/user may return to the hub.

Remember, if in doubt, better safe than sorry.

Any learner who has to quarantine will be able to continue learning from home remotely if their health permits it.

10. Definitions

“Close Contact” - In general the definition is sharing a space with someone with whom you are separated by less than 2 metres for at least 15 minutes without adequate protection (e.g. masks). People who are part of the same Programme Group are automatically considered as close contacts of each other. The period to be considered is from 48 hours before the onset of the symptoms of the suspected case until the moment when the case is identified.

11. Hygiene Checklists and Plan for Ventilation and Cleaning

Learnlife has detailed checklists and plans for hygiene, ventilation and cleaning which are available in **“Hygiene Checklists and Plan for Ventilation and Cleaning”**