

COVID GUIDELINES FOR INTERNATIONAL TRAININGS: Health and Safety Protocols for On-Site Sessions

All international trainings are organized by the IPs at their own risk and venture, this means that the IFS Institute (IFSI) cannot assume any (and shall accept no) liabilities and/or contingencies in case a COVID situation (or any other force majeure event) emerges before or along a training, affecting either to the IP, a trainer, a staff member or a participant, no matter the specific impact that the said situation may have on a given training.

More specifically, sudden sickness of a trainer preventing him/her from conducting an IFS training is a force majeure event, which impacts, the IPs -as organizers of the trainings under their full risk and venture- shall borne, with no repercussion on IFSI. This without prejudice of all reasonable efforts that IFSI will try to find suitable alternatives.

Notwithstanding the above, IFSI provides the following COVID guidelines, in order to have a common road map in addition to, and completely irrespective of, the full compliance with the local COVID protocols in each country (for which the IPs will be fully responsible as part of the training).

As *general guidelines* to be followed during any on-site training session in an IFS international training:

- The guidance of, and protocols approved by, the relevant authorities (either national, regional, or local) in the country where an IFS training takes place shall be followed at all times, together with the guidance of the training venues.
- Therefore, if required by the authorities and/or the training venue, all training participants and staff must observe health and safety protocols in effect at the training site (for example, wearing a mask, being vaccinated, practicing social distancing, getting tested, etc.).
- Required protocols can change; they can be lifted or imposed at any time before a training starts, before individual sessions start, and while a training is actively in session. IPs shall ensure that protocols in force are always complied with.

Before attendants' registration:

All interested participants in an international training shall be warned by the relevant IP about the following, in advance to accepting their registration:

- Training members, staff and other participants may be traveling from places near and far, sometimes internationally, even from areas with high COVID incidence.
- An individual's comfort level regarding on-site, indoor meetings can change as

COVID levels, COVID protocols, and personal circumstances change, sometimes unexpectedly.

- Given each potential participant's own situation, if the participant is uncomfortable with the possibility of COVID protocols being lifted or imposed at any time, or if they cannot -or do not want to- attend an on-site session where there are no COVID protocols required, or if cannot -or do not wish to- abide by protocols that may be required (or may need something other than these protocols), the IP should recommend the participant not apply to the training. Instead, the IP can suggest considering a fully online training.
- Once a participant is registered, the week before the starting of the training, IP shall notice all registered participants about COVID protocols in effect in the training location and venue. IPs shall also notice any variation on the said protocols during the training.

If the trainer feels sick before the starting of a training ...

If a trainer feels sick with COVID compatible symptoms before the starting of a training, completely irrespective as to whether he/she may show positive in a COVID test, the training shall not take place onsite, the trainer shall immediately inform the IP and decide whether she/he is in condition to do the training online.

All IPs should acknowledge that, with just a few days in advance notice, it would be almost impossible to find an alternative trainer.

In this scenario, the IP shall decide whether to cancel, re-schedule the training or, if feasible, conduct the training or impacted session on-line. If this situation comes up in a second or subsequent session of a L1 training, preference should be to try to reschedule the outstanding sessions or doing them online on the initially scheduled dates (if feasible). In case of re-schedule of a training or session, the IP and the trainer shall decide new dates and whether the training or session shall be onsite or online in the new dates. The IP shall also decide the relevant refund policy in each of these cases. The IFSI strongly advises the IPs to draft this COVID and refund policy in advance of a training's registration, and notice it to the interested participants before registration.

While traveling:

- Trainers, staff and attendants are responsible for determining and following any protocols that might be in effect during their travels and for understanding and following any protocols where they lodge, eat, shop, etc.

During the training:

- Any participant feeling sick or having COVID compatible symptoms before or during a training shall be invited by the relevant IP to either (a) do a COVID test; or (b) wear a FFP2 mask at any time (including in meeting rooms, bathrooms, lobbies, etc.); or (c) leave the training.
- Under (a) above, if the test results positive, the attendant shall be invited to leave the training or, alternatively, if no other more restrictive measure is applicable according

to local protocols, wear an FFP2 mask at all times (including in meeting rooms, bathrooms, lobbies, etc.) and keep social distance of at least 2 m at all times with any other participant, trainer or staff member. If the concerned participant feels in need of a break from wearing the mask, he/she should be invited to step outside and return when ready to wear the mask again, IPs keeping in mind attendance requirements for the Certificate of Completion if he/she does this.

- Whenever a participant decides to leave a training or is forced to do so (if the local protocols so require), the IP shall consider whether to allow continuity in the ongoing program by the said participant by attending on-line (if the venue has equipment to allow remote attendance) or to credit the said attendant to join a future same level program/session in another training arranged by the said IP.
- We're aware that some places have health and safety protocols in place that sometimes are not followed or enforced (we've all probably been to stores and other places where this has happened). Out of respect and consideration for all training members and to remain in compliance with required protocols, our expectation is that everyone attending the training will adhere to the requirements in place during the training.

For all attendants' comfort and convenience, we suggest that IPs...

- o Bring some masks and covid quick tests to the training.
- o Bring some individual packs of tissues in addition to those that are publicly available
- o Ensure that the training venue/room has enough space to respect social distance amongst the participants at all times and good ventilation conditions.

If the trainer feels sick during a training ...

If a trainer feels sick with COVID compatible symptoms during a training, the trainer shall complete a rapid COVID test.

If the test results positive, the ongoing training session shall be cancelled. In this scenario, the IP shall decide whether to cancel the entire training or re-schedule the ongoing session of the training. If this situation comes up in a second or subsequent session of a L1 training, preference should be to try to reschedule the outstanding sessions. In case of re-schedule of a training or session, the IP and the trainer shall decide new dates and whether the relevant training or session shall be onsite or online in the new dates. The IP shall also decide the relevant refund policy in each of these cases. The IFSI strongly advises the IPs to draft this COVID and refund policy in advance to a training's registration, and notice it to the interested participants before registration.

If the test results negative, the trainer shall immediately notice the IP and decide whether she/he is in conditions to continue the training. If the trainer decides to cancel, the rules in the paragraph above shall apply. If the trainer decides to continue the program, if no other more restrictive measure is applicable according to local protocols, the trainer shall wear a FFP2 mask at all times during the outstanding part of the training session (including in meeting rooms, bathrooms, lobbies, etc.) and keep social distance

of at least 2 m at all times with any other participant, trainer or staff member. The relevant IP shall consider whether allowing any attendant feeling uncomfortable with the situation to leave the training and to credit the said attendant/s to join a future same level program/session in another training arranged by the said IP. If the sick trainer feels in need of a break from wearing the mask, he/she should be invited to step outside and return when ready to wear the mask again. A second rapid test shall be done the day after. Depending on the results, the rules above shall apply.