

# Guidelines for servers at a centre when courses are cancelled due to coronavirus

As per 17 March 2020.

## GUIDELINES FOR SERVERS AT THE CENTRE IN PERIOD OF CANCELLED COURSES DUE TO CORONAVIRUS EPIDEMICS

These guidelines have been put together following the procedures already in place at Vipassana meditation centres in Japan, Malaysia and Italy and may be applicable to other centres in Europe after being evaluated by the centre teachers and adapted according to the particular context of the centre.

### No lockdown

In case the local authorities have imposed restrictions on the number of people that may gather together, it is advised to only allow Long Term Servers (LTS) and local servers who give regular service at the centre.

The guidelines below could be adopted.

In case the authorities impose a lockdown read further below.

- **Centre occupants**

Restrict access to a small number of servers to prevent transmission within the centre.

Each centre to decide how many servers can stay at the centre, according to local facilities.

- **Acceptance conditions**

Only local servers that are known to the centre (teachers) and approved LTS that filled in a LTS form.

Service applications via Calm will not be accepted until further notice.

You have not had flu-like symptoms for two weeks, such as cough, cold, fever, and are not feeling unwell. You have not been in contact or close to a person diagnosed with corona or a person with flu-like symptoms in the past two weeks.

You do not have high blood pressure, diabetes, heart disease, chronic respiratory illness, or any other chronic disease that makes you more susceptible to viruses.

You are not over 60 years old.

You are not pregnant.

In the past two weeks you have not been abroad, to a concert, a gathering, buffet dinner, gym, etc.

For each server a local emergency contact person who is available to pick you up in case you get ill on the same day.

If you are coughing, have a cold, fever or get sick during your stay, you will be asked to return home immediately transported by your emergency contact person.

- **Transportation to the centre**

In general, visits will be limited to private cars.

However, exceptions may be made for mid- and long-term residents at the discretion of the centre teacher(s).

- **Common rules for visiting the centre**

Please read Coronavirus prevention measures before visiting.

- **Dining hall**

Before serving, hand wash with soap or disinfect with alcohol.

Keep separated by more than 1m when dining and sit in a fixed seat.

Use paper towels instead of hand towels and dish towels.

- **Meditation hall**

Open windows and ventilate during meditation (weather permitting).

Separate cushions by at least 1.5m.

- **Accommodation**

All servers use private rooms with their own bathroom and toilet.

- **Toilet**

Allocate a toilet for each individual and display a sign. Visitors will use the public toilet.

Clean the public toilet daily.

- **Entry restrictions**

Avoid entering the kitchen as much as possible, and never without washing hands beforehand.

- **Where contact is high**

Even if the above measures are taken, clean the door knobs + faucets/taps + lighting switches in common areas every day.

Clean Individual rooms and toilets every 3 days.

- **Going out**

You may go to the supermarket to purchase food, medicines or necessities but must keep a distance from people and must wash your hands before touching anything in the centre.

Avoid crowds as much as possible.

After using the centre car, having travelled by public transport, always immediately wash your hands on arrival.

- **Responding to suspected infections at the centre**

If you become sick, please contact your emergency contact to pick you up the same day.

If you are too unwell to return home we will contact a local doctor / the Health Authorities and your emergency contact person.

If you test positive, inform the Health Authorities that you have been at the centre and the authorities will take action.

## **Lockdown**

This is applicable in case a lockdown has been imposed by the authorities. Check carefully the level of lockdown that has been introduced locally.

Same guidelines as above.

Additional points of attention.

- **Centre occupants**

The centre is more or less closed, no one enters unless essential for the functioning of the centre.

Try to avoid that servers have to stay in quarantine. Be extra cautious who comes and leaves the centre.

It is essential that everyone has a local emergency contact person that can come and pick them up the same day if a server gets ill.

- **Going out**

LTS can go to the supermarket to purchase food, medicines or necessities but must keep a distance from people and must wash their hands on arrival before touching anything in the centre.

- **Uninvited visitors/suppliers**

If a supplier or uninvited visitor turns up ensure that the visitors wash their hands first.