



## **Socially Distanced Programs**

At ESA, faculty and student safety are always our top priority. We are aware that faculty-led programs may operate during the COVID-19 pandemic and thus require social distance measures to run more safely and comply with local legislation. In the first part of this document, we share with you recommendations for developing customized programs while considering social distance measures and in the second part we provide more information of what we can do on-site to help ensure programs follow these guidelines. Please reach out to us with any additional ideas or concerns to share. This information will be updated as the situation evolves and as we learn more about how to run programs during the COVID-19 pandemic.

### *How does social distance affect your program?*

Depending on the original plan of the program, the changes may be major or minor in terms of the impact on logistics and budget. We will do our best to work with you to adapt your program accordingly and comply with the measures required by the host country. This can be done in the proposal phase or potentially at a later date.

## **Program Adaptation Suggestions**

- Run the program in one single location/country.
- Accommodation in single or twin rooms.
- Consider a cohort structure for the students to limit any potential spread.
- Pre-departure and on-site orientation session on the required COVID-19 measures.
- Classroom in a larger space or smaller class groups.
- Limit firm visit group sizes and/or request virtual firm visits.
- Use multiple coaches and/or reduce group transfers.
- Limit the number of group meals and adapt to the restaurant's capacity with different turns when required.

- Split larger groups into smaller groups.
- Bring a second university leader or add an ESA on-site coordinator.
- Participants and faculty health considerations: ESA strongly recommends faculty and participants with high risk health factors to reconsider travelling abroad. You may want to offer such participants the possibility to participate virtually.

All requirements will need to be adapted to the local legislation at the time of the program and may need to change during the length of the program depending on the situation at the time.

## **On-site Assistance**

In the case that ESA has a coordinator on-site with the group, the coordinator will be responsible for reinforcing certain measures in conjunction with the program leaders. In the case that faculty are leading the program on their own, ESA shall provide recommendations for them to implement social distance measures in the delivery of the program.

## **Pre-departure**

- ESA will host a pre-departure orientation session to present how the program will run with social distance and go over crisis management.
- ESA will provide a welcome package on-site that includes 2 cloth face masks and a refillable hydroalcoholic gel travel bottle for each participant and program leader.
- ESA materials will be sent digitally.

## **Academics**

### *Classroom Space*

- ESA will request cleaning protocol when choosing the classroom space to ensure they follow local legislation.
- Students will be requested to wipe down their area for optimal cleanliness.
- Chairs/seats that can't be used according to maximum capacity by local legislation will be marked.
- Layout complies with social distance.
- Appropriate ventilation per local legislation.

### *Company visits*

- Smaller groups that socially distance.
- Company staff will follow social distancing guidelines.
- ESA will ask to be notified if the firm has had a case of COVID-19 in the 14 days prior to our visit and will cancel or replace with a virtual visit if there was a confirmed case.

### *Guest lecturers*

- Facemasks required per local legislation and social distance with program participants will be requested at all times.

### *Accommodation*

- In the selection process, ESA will request their COVID-19 preparedness protocols to ensure they have the required measures in place. Students will need to maintain social distance and follow the established measures in their program accommodation.

## **Cultural activities**

### *Guided services*

- Tours will be prepared to ensure that social distance measures are implemented and maintained.

### *Museums and monument visits*

- Visit times will be considered to prioritize social distance.

### *Workshops*

- No shared materials except with roommates
- No contact between participants except if roommates

## **Meals**

- Group meals will have individual plates and drinks. There will be no shared dishes or drinks.
- When an ESA coordinator is present, s/he will ensure that waiters are wearing a mask and tables are cleaned before the group sits down.
- Preference for small tables with reduced groups to maintain social distance.
- Preference for outdoor seating when available (weather permitting).

## **Transportation**

- Larger buses will be used in order to guarantee physical distance.
- Students will load their luggage on the bus whenever possible.
- Students will use sanitizer to clean their seating area and masks will be required per local legislation.
- On-site students will travel independently in small cohort groups that they live with to better maintain their distance in public transportation.

## Crisis Management

- Any participant showing symptoms of COVID should inform the program leader and ESA on-site staff, take a test, and self-isolate.
- If any participant of the program is suspicious of having "casual contact" (less than 15 minutes indoors or outdoors closer than 5 feet distance) with any possible or confirmed COVID-19 case, they will be able to resume regular activity when monitoring any potential symptoms.
- If any participant of the program is suspicious of having "close contact" (more than 15 minutes indoors or outdoors closer than 5 feet distance) with any possible or confirmed COVID-19 case, they will be requested to run a COVID-19 test or, if tests are not available, self-quarantine for 14 days and monitor their symptoms. If the test shows the participant has not been infected by COVID-19, regular activities can be resumed. If tests results show positive, the participant will be requested to follow doctor's instructions and self-quarantine as long as required.
- See ESA Crisis Management Plan for additional protocols.



EDUCATIONAL  
SERVICES  
ABROAD



[servicesabroad.com](http://servicesabroad.com)  
[facebook.com/servicesabroad](https://facebook.com/servicesabroad)  
[instagram.com/esapics](https://instagram.com/esapics)  
Tel (1) 214-329-9681  
[lynn@servicesabroad.com](mailto:lynn@servicesabroad.com)