

CUSTOMER INFORMATION

– June reopening at Training360 Kft. –

Dear Client,

As a consequence of the coronavirus pandemic that began in 2020, the courses organized by Training360 Kft. have been offered in the form of Live Virtual Classroom (LVC) online education in recent months. **Pursuant to Government Decree 234/2020, our training center will reopen its doors to our course participants and candidates in June 2020.** We are reopening our exam center and restarting our in-person classroom education. In parallel with the in-person courses, we will also continue to offer LVC training, allowing our participants to decide for themselves whether they want to take part in our trainings in person or remotely.

All in-person trainings will be held **in accordance with the epidemiological rules**. The participants will be required to observe the precautions set out in the document entitled “General Information on Reopening” (Appendix 1). These rules and requests shall apply as long as the emergency is upheld and the epidemic is on, in order to protect the health of our clients, the course participants, our examiners and our colleagues working on the premises of Training360 Kft.

In the case of classroom trainings and exams, we shall enforce the hygiene standards recommended by the National Public Health Institute. Please observe these to the fullest to prevent the spread of the epidemic:

- Only healthy, asymptomatic persons will be allowed to participate in training courses and exams. All arrivals will be examined with a contactless thermometer at the reception.
- In-person courses and exams will exclude persons above the age of 65.
- The number of trainees and exam candidates will be determined on the basis of room dimensions, to ensure that the distance of 1.5 meters between persons can be maintained in all directions.
- At request, in-person course participants will be protected by plexiglass screens installed at the front and on the sides. Please indicate your need one week before the training is scheduled to start.
- The window of the room will be kept open, as far as the weather and the street traffic allow. If this is not possible due to external conditions, our instructors will ventilate the air in the room every hour.
- During the training and the exam, the instructor shall avoid contact with the trainees (also during the exam).
- We regularly disinfect the halls, corridors and social rooms. As part of this, we clean surfaces that are often touched by hand with an antiviral disinfectant. These include desks, IT devices (keyboard, mouse, mouse pad, etc.), door and window handles, electrical and other switches, railings and washbasin faucets.
- On the ground floor, at the elevator and at the reception desk of our institution, we have installed a contactless dispensing device giving out antiviral hand sanitizer. Its use is mandatory for all arrivals.
- If required, we provide a mask for the participants.
- Antiviral hand disinfectants are provided in the classrooms and the common areas, while liquid soap with a disinfectant effect is provided in the restrooms.
- We have installed a special air disinfectant in the common space, which eliminates airborne pathogens.

You can find out more about the precautionary measures and requests of Training360 Kft. in the “General Information on Reopening” (Appendix 1).

People represent the most important value for Training360 Kft., we build our corporate culture on this value and we also try to focus on it in the current situation. We request your kind cooperation in order to avoid and moderate the risks. Our colleagues shall adhere to the same rules described herein. Health must be a primary concern for everyone.

Thank you for your cooperation and understanding.

Sincerely, the Management of Training360 Kft.

Place and date: Budapest, 2 June 2020

www.training360.com

Training360 Kft.

1117 Budapest, Budafoki út 56.

Adult education registration number: E-000398/2014

Appendix 1

GENERAL INFORMATION ON REOPENING

Dear Clients, Course Participants and Exam Candidates,

Following the closure mandated by the coronavirus epidemic, Training360 Kft. shall, pursuant to Government Decree 234/2020 and in compliance with the epidemiological rules, resume its in-house training courses in June 2020 and reopen the examination centers. This is to inform you about the epidemiological measures taken by Training360 Kft. with regard to reopening.

Observing the necessary precautions is especially important in our institution, since our training center is visited by a large number of students, exam candidates and guests from many places, and we are also responsible for our colleagues.

For the safety of all of us, we ask you to follow the epidemiological rules and requests listed below.

- Please do not attend the classroom sessions or the examinations if you feel sick or have noticed any of the symptoms of the disease in the last two weeks. If necessary, get a new date through the contact persons and check out the opportunity to attend our online LVC (Live Virtual Classroom) classes.
- Please take special care to observe the listed hygiene recommendations.
 - o In our institution, wearing a mask is mandatory from the moment of arrival. The mask can only be removed after having been seated. If you wish to leave your designated place for any reason, please put the mask on.
 - o In the classroom, please choose from the pre-designated workstations placed at a safe distance from each other.
 - o Please use the same station throughout the entire training; do not use or touch any other stations.
 - o Upon arrival and leaving, please disinfect your hands with the disinfectant placed at the reception (if necessary, ask our colleagues for help).
 - o After the disinfection of the hands, our colleagues shall measure your body temperature with a contactless thermometer. If the thermometer indicates a value of 37 °C (thirty-seven degrees Celsius) or above, or our staff detects other symptoms, the person concerned may not remain on the premises of the institution.
 - o If possible, please wait for our instructors or colleagues to open the rooms in order to avoid unnecessary touches.
 - o Frequent use of the hand sanitizers is recommended during the day, especially when entering and leaving the room.
- o It is recommended to wash your hands thoroughly with plenty of warm water and soap during the day, especially after using the restrooms.
- o At a time, only one person is allowed to stay within 2 meters of the water dispensers and coffee machines installed in the public areas, and only while the drink is being prepared. Use disinfectant before using the vending machines.
- o At the beginning of the day, our colleagues shall give out 1 or 2 cups to use that day. Our participants are asked to place the used cups on the shelves under the coffee machine at the end of the day. If you need a clean cup during the day, ask our colleagues for help.
- o Cover your face and mouth with a handkerchief or the bend of your elbow when sneezing or coughing, especially if you are sitting and not wearing a mask.
- o It is recommended to ventilate the rooms as often as possible (at least every hour) with the help of the instructor.

We require the same from our colleagues and instructors in order to guarantee the safest possible environment, and we regularly check that the rules are observed. In addition, we perform regular cleaning with disinfectant every week in the classrooms and offices. Hand sanitizer soap and alcohol-based gel are available in the restrooms at all times, and disposable masks are available at request for the participants.

In order to avoid unnecessary touches, our front door shall be open from 8 AM to 9:30 AM, 11:30 AM to 1 PM and 4 PM to 5 PM.

By attending the classroom sessions or any examination, the participants and examinees acknowledge having read and observed our prior requests, and undertake to note, accept and observe the precautionary measures and hygiene rules through their attendance as much as possible.

We have made the above requests in order to prevent the spread of coronavirus as well as to protect the health of our course participants, examinees, clients and colleagues. *People represent the most important value for Training360 Kft., we build our corporate culture on this value and we also try to focus on it in the current situation.*

We request your kind cooperation in order to avoid and moderate the risks. Health must be a primary concern for everyone. Thank you for your cooperation.

Place and date: Budapest, 2 June 2020
The Management of Training360 Kft.