



Milestone Institute - Spring Term 2021/22  
**COVID-19 Rules and Regulations**  
*Effective from 24/01/2022*

**Changes compared to 15/11/2021:**

- *Masks are now mandatory for mentoring sessions as well.*

*In order to ensure the health and safety of our students, faculty and staff, we are constantly monitoring the situation and governmental regulations and will take further steps if necessary.*

**Communication:**

We kindly ask you to read through the full document before attending Milestone in person; additional information panels are also on display around the building. Should you have any questions, please feel free to contact our Service Centre colleagues.

**Safety measures:**

- Before your first visit to the Institute, please fill out the "[COVID-19 SCREENING QUESTIONNAIRE](#)" document. You are not allowed to enter the building without having submitted this form. Please remember that in case any of your answers to the questions have changed, you should inform Reception by email: [info@msinst.org](mailto:info@msinst.org) or phone: +36 30 567 5499.
- Wearing a mask is mandatory in all common areas of the building. You can only remove your mask in the courtyard or the open-air corridors.
- During modules, mentoring sessions, student life events and your stay in the library, you must wear a mask covering your mouth and nose.
- **COVID-19 ACTIONS: please refer to the [Appendix](#) to see what you need to do in any of these cases: 1) you experience symptoms typical of COVID-19; 2) you have been tested positive for COVID-19; 3) you have been in contact with someone who has been tested positive for COVID-19.**
- Please strictly follow the hygiene regulations: disinfect shared items after touching them and refrain from all forms of physical contact (e.g. handshake, hug).
- **In case you have been tested positive for COVID-19 or have been in contact with someone who is infected, please inform Reception ASAP** (email: [info@msinst.org](mailto:info@msinst.org), phone: +36 30 567 5499)

### **Entering the Institute:**

- Upon arrival, you must go through the following process:
  1. After entering the building, you are kindly requested to go to the Reception on the 4th floor and wait for the Receptionist to check you in.
  2. At Reception, we perform a quick temperature check with a non-contact thermometer.
  3. If your temperature is determined to be 37.0 or higher, we will ask you to stay away from the Institute for a day and check whether any symptoms arise. If not, you can attend the Institute in person.
  4. The Receptionist team will check the “COVID-19 SCREENING QUESTIONNAIRE” you have filled out before your visit and ask if there have been any changes since you submitted it.
  5. The use of the hand sanitiser at Reception is mandatory upon all entrances.
  
- **Please wear a mask during your entire stay at the Institute, during modules, mentoring, student life events and in the library.**
- In case many of you arrive at the same time, please wait outside the Reception area, keeping a distance of one and a half meters from each other.
- Please note that the elevator should be used by no more than two people at a time.

### **Opening hours:**

- Milestone is open between 10 AM and 8 PM from Monday to Friday, and between 10 AM and 6 PM on Saturdays.
- You are only allowed to visit the Institute within these opening hours.

### **Use of the library:**

- **Please make sure to wear a mask during your stay in the library.**

### **Use of the kitchen and the Dining Room:**

- Please always wear a mask when you enter any of the common areas within the Institute.
- You may remove your mask while you are eating.
- There may only be 4 occupants in the Dining Room at a time.
- Please use the hand sanitiser after entering the kitchen and before using any equipment.
- The kitchen can accommodate up to 2 people at a time.

- You are requested to put all used cutlery, dishes, and glasses in the dishwasher immediately after use.

#### **Use of the bathrooms:**

- Please always wear a mask when you enter any of the common areas within the Institute.
- Before and after using the bathroom, please use the hand sanitiser gel.
- After using the toilet, please disinfect the toilet seat, the button and the tap with the disinfectant wipes you find in the bathroom.

#### **Use of the reception space:**

- Please always wear a mask when you enter any of the common areas within the Institute.
- Please only stay at Reception for check-in or if you have any questions or requests.
- A maximum of two people can be present at Reception at the same time (excluding Reception colleagues).
- Please keep a distance of one and a half metres here as well.

#### **Other rules and regulations**

- Please disinfect shared office equipment (printer, scanner, tablets, laptops, projectors, etc.) after use, for this, we provide disinfectant wipes.

Thank you very much for keeping these rules in mind at all times as these are in the interests of all of us. Despite the constraints, we do our best for your convenience.

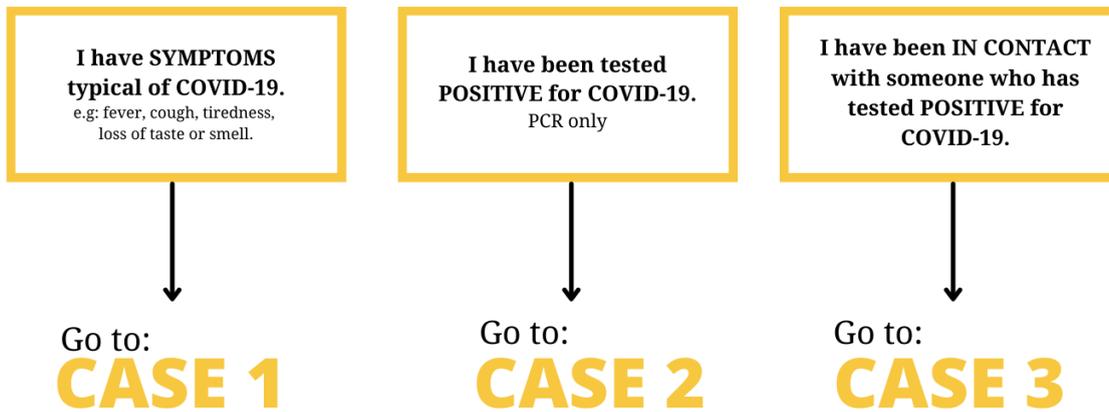
You can find the latest updates about the pandemic at the following link:

<https://koronavirus.gov.hu/>

# APPENDIX



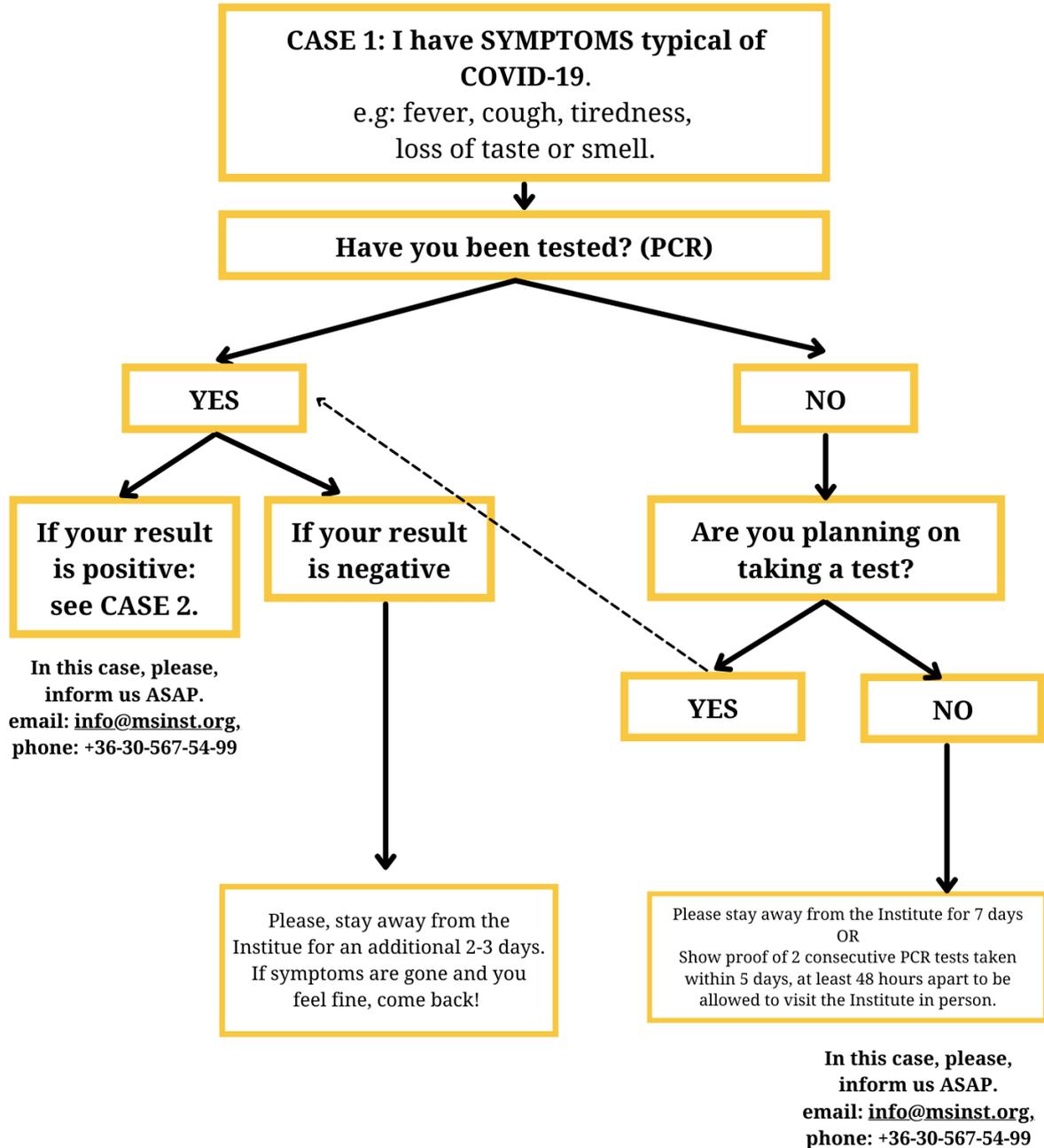
**Milestone Institute**





## Milestone Institute

### CASE 1





**Milestone Institute**

# CASE 2

**CASE 2: I have been tested POSITIVE for  
COVID-19.**

Lateral flow test or PCR



Please stay away from the Institute for 7 days

OR

Show proof of 2 consecutive PCR tests taken  
within 5 days, at least 48 hours apart to be  
allowed to visit the Institute in person.

**In this case, please,  
inform us ASAP.  
email: [info@msinst.org](mailto:info@msinst.org),  
phone: +36-30-567-54-99**



## Milestone Institute

### CASE 3

**CASE 3: I have been IN CONTACT with someone who has tested POSITIVE for COVID-19.**

Definition of contact = within 48 hours  
i.e. if someone was tested positive on Friday, you count as a contact if you had met them on Wednesday, Thursday or Friday

**Are you fully vaccinated?**

i.e. received 1 Johnson & Johnson jab or 2 jabs of the other approved vaccines

**YES**

**NO**

**Are you experiencing symptoms of COVID-19?**

**YES.**

**NO.**

**Please see Case 1.**

You can attend the Institute in person, however, we kindly ask you to monitor whether you experience any symptoms of COVID-19 and please stay away if you do.

Please stay away from the Institute for 7 days  
OR  
Show proof of 2 consecutive PCR tests taken within 5 days, at least 48 hours apart to be allowed to visit the Institute in person.

**In this case, please, inform us ASAP.  
email: [info@msinst.org](mailto:info@msinst.org),  
phone: +36-30-567-54-99**