



March 20, 2021

Dear Participants,

Covid-19 has changed many things we didn't expect to change so easily. Some to the positive, but many more to the negative. Typographic Summer Program (TSP) has also been affected by changes beginning in March 2020, right after the first lock-down here in Switzerland. In 2020, I had to restructure and completely reorganise the program at least 3 times to finally be able to hold one session safely. Yay!

Also in 2021 I try to keep the program as flexible as possible to be able to adapt to unforeseen changes. TSP is a small organisation. I mostly organise the workshop myself, do most of the teaching and I also spend most of the time with the participants. All decisions on how to operate TSP during the pandemic are made by me, in respect of the restrictions and safety advices from the Swiss Government and in consultation with the confirmed guest teachers. Two sessions with 12 participants each have been scheduled for 2021 and we are motivated to hold them safely. Though I think we all have to acknowledge that, for the duration of the pandemic, any activity other than total self-quarantine will carry a degree of risk. However, I believe in the importance of facilitating in-person experiences such as TSP. Part of our (and I mean you and us) job during this time is to establish and maintain a standard of manageable risk. Nobody knows how the virus will continue to spread. We might have to change our plans—several times. Again, I am giving my best and stay positive. I had to adapt the cancellation policy and be a bit more flexible and fair to the participants.

But no matter how flexible the organisation is, it all depends on the participants. We need you, here! A program without participants is not really a program. So I also ask for flexibility from your side if not everything is fixed and clear at an early point during the organisation. Thanks for being patient with me, together we can do this, also in 2021! I try to communicate openly and respond as quick as I can—and I ask you to do the same. This will help me a lot to do all the organisations needed to run a program with participants coming from many corners of the world.

Looking forward to working with you.

Thank you very much.



On the following pages you'll find the safety precautions and information about cancellation for TSP 2021. Please read them carefully.

# Co vid 19



## Please protect yourself and others

For the safety of all, please follow these rules.



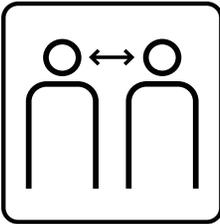
Wash or disinfect your hands frequently. At least time you come to the studio from outside.



Avoid shaking hands.



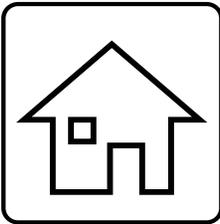
Cough or sneeze into a tissue or the crook of your arm.



Keep your distance.



Properly wear a clean and functional mask.



If you experience any symptoms before or during the course: please don't come to class.



If you experience symptoms while here, contact us (via phone), get tested immediately.

# ↑ Co vid 19



**Safety precautions**

March 16th, 2020, all information is subject to change

**General informations: tests / masks / vaccinations**

It might be possible that we will have to request all incoming participants and instructors to provide proof of a negative Covid-19 test (not older than 48h) before arriving at the studio. Again, as we don't know how the situation will develop, this is subject to change. Testing is free in Switzerland (as from March 15th, 2021) even without any symptoms. We will see at a later point if this will be necessary or not.

We generally wear facemasks in the studio. I strongly recommend (especially international participants) to get vaccinated before the summer, as this will might make international traveling much easier. I personally will try and get vaccinated too. Just to minimize the risk for everybody. It is not sure at this point, but there might be a possibility that you won't need to wear a mask in the studio if you have a proof of vaccination and a negative test. But this we can only decide at a later point.

**Covid-19 potential cases**

If, at any time during your stay at TSP, you notice any of the symptoms associated with Covid-19, or have any other reason to suspect that you may be infected, please isolate safely and call us. We will help you to get tested. Please see the updated refund and cancellation policy below and how it relates to missed studio time due to a potential illness.

**General payment information (not Covid-19 specific)**

I count on you! And we (as a team) want to work with you. We reserve one of our limited spots for you and therefore ask for a full payment of your fee within 30 days of your acceptance to the program. Payments in two installments are possible, but be aware of international banking fees. You will find all the information on how to process your payment on the invoice you'll get after your acceptance.

**General cancellation policy (not Covid-19 specific)**

With your full payment of your class fee, we will withhold a cancellation fee of 500.00CHF in case of any non Covid-19 related cancellation. This is a processing fee for keeping one of the limited spots open for you. For any cancellations of your attendance after your acceptance and payment, we will withhold 500.00CHF of your class fee as a cancellation fee. Please plan your travel well in advance and make sure you also accommodate for potential travel restrictions from your country. Talk to me if you need help booking your accommodation or any other traveling issues. I am happy to help.

**Covid-19 related cancellation policy**

To prioritize the safety of our group, the cancellation policy has been modified during the pandemic. If you need to cancel your enrollment due to a direct Covid-19 related problem at any time up to the day of arrival you will receive a full refund minus half of the regular processing fee. So the Covid-19 related cancellation fee is 250.00CHF instead of 500.00CHF.

This policy is intended to provide maximum flexibility so that everyone can prioritize health and safety free from financial considerations. Last-minute cancellations do present a financial hardship for TSP. Much of the costs for the program happen before the actual class. Some costs like guest teachers and excursions stay the same, even if the class is not full. And again, TSP is a small private organisation. So we ask that you please communicate with as much notice as possible if your plans are disrupted.

If there is a possible case of COVID-19 while the program already runs and you need to isolate for a period of time to wait for a test result, you will receive a prorated refund for missed studio time (but not for your accommodation, travel cost or whatsoever...). If you need to leave your workshop early because you have a confirmed Covid-19 infection, or if the session is ended prematurely us due to Covid-19, you will receive a prorated refund of all the costs of your workshop. Once your workshop begins, there will be no refunds given for any other reason.