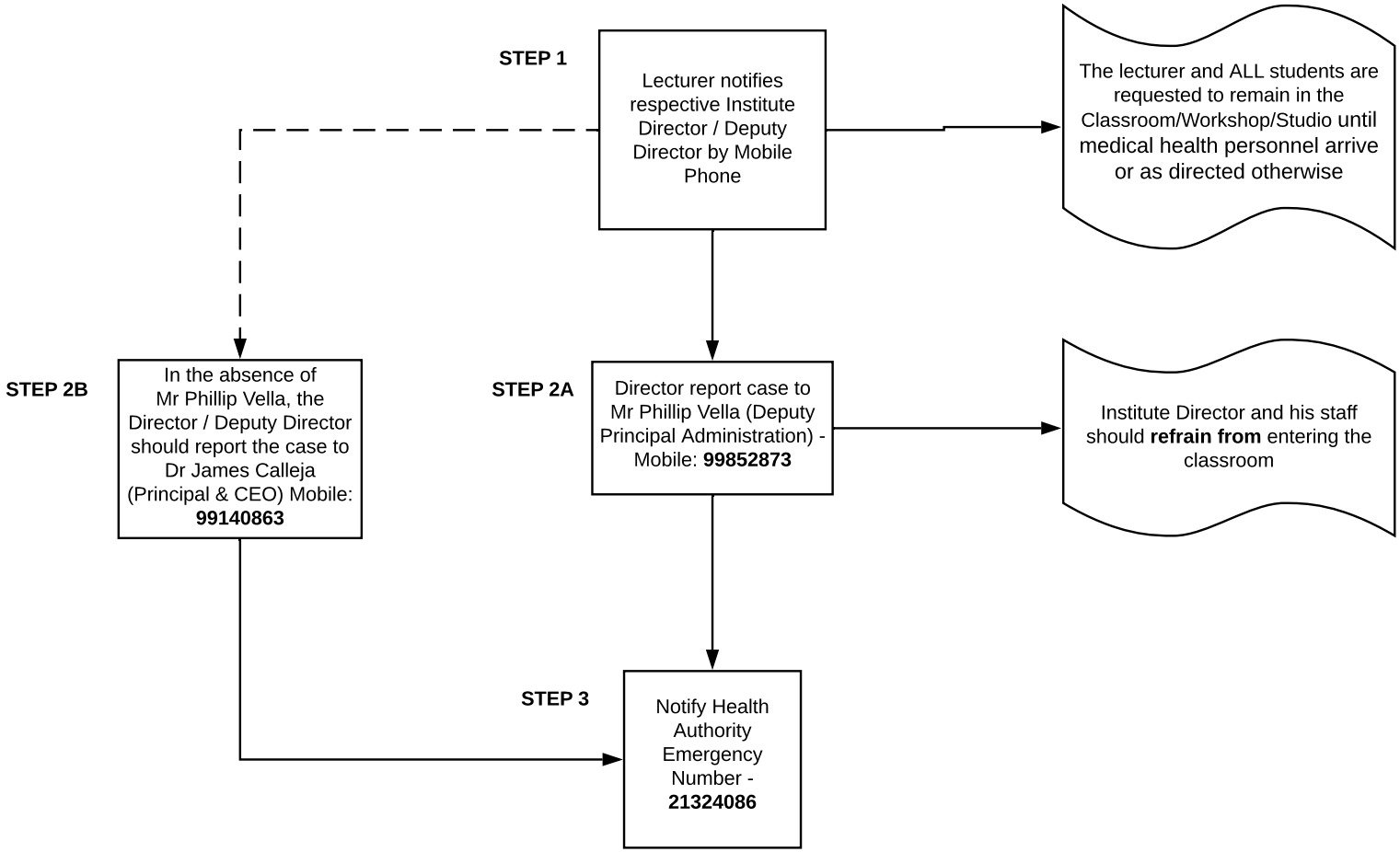Procedure in case of suspected case of COVID-19 during classroom/ workshop/studio sessions