

Coronavirus (COVID-19) FAQs (updated 27/03/2020)

Information for the London Campus community of ESCP Business School about novel coronavirus (COVID-19).

This page is updated with guidance from the Foreign & Commonwealth Office (FCO) and Public Health England (PHE).

This guidance is reviewed and updated every 48 hours.

GENERAL INFORMATION:

WHAT IS THE CORONAVIRUS (COVID-19)?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.

WHAT ARE THE PROTECTIVE MEASURES?

Reminder of daily actions:

- Wash your hands very regularly or use a hydro-alcoholic solution for at least 20 seconds. You might also find it helpful to watch this [BBC video on how to wash your hands](#).
- Coughing or sneezing into your elbow, not your hands.
- Do not shake hands, avoid hugging.
- Use disposable tissues.
- Wear a mask only if there are signs of illness, or after contact with people known to be at high risk.
- Avoid close contact with anyone who is unwell and do not touch your mouth, eyes or nose if your hands are not clean.

For more on the latest advice, check the [NHS website](#)

WHAT ARE THE SYMPTOMS OF CORONAVIRUS (COVID-19):

The most common symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common such as cold and flu.

IF SYMPTOMS OF THE CORONAVIRUS (COVID-19) OCCUR, WHAT SHOULD I DO?

If you or someone else thinks they are displaying the symptoms of Coronavirus, it is important to stay at home and avoid contact with other people. Do not go to a GP surgery, pharmacy or hospital. Use the [NHS111 online](#) coronavirus service to find out what to do next. They will indicate the procedure to follow. Current advice is that:

- You should stay at home for 7 days from when your symptoms started (even if your symptoms are mild).
- If your symptoms worsen during home isolation, or you are no better after 7 days, you should contact the [NHS111 online](#).

These steps are only required if you are presenting symptoms.

Quarantine guidelines also apply to those with confirmed infection.

If you are a student or participant in self-isolation, please notify your programme Manager by email. If you are a member of staff, please notify Human Resources at ukhr@escp.eu and let your line manager know.

WHAT RESTRICTIONS ON PERSONS OR CITIZENS HAVE BEEN INTRODUCED BY THE U.K. AUTHORITIES?

The U.K Chief Medical Officer has categorised the risk to the public resulting from the Coronavirus as High. All U.K. based persons, with the exception of key workers, are being asked to stay at home to the fullest extent possible.

If you are in the U.K., you are now only allowed to leave your home for the following reasons:

- Shopping for basic necessities such as food and medicine. Shopping trips should be as infrequent as possible.
- One form of exercise a day such as a run, walk or cycle. This should only be done alone or with people with whom you live.
- Any medical need, or to provide care or to help a vulnerable person. This includes moving children under the age of 18 between their parents' homes, where applicable. Key workers or those with children identified as vulnerable can continue to take their children to school.
- Travelling to and from work, but only where work absolutely cannot be done from home

No curfews are in place, and no paperwork is needed to leave your home. But if we do not respect these new rules, that may happen in the near future.

If you do go out, be sure to keep two metres apart from people with whom you do not live.

WHAT ABOUT OVERSEAS TRAVEL?

[Foreign and Commonwealth Office \(FCO\)](#) currently advises against all but essential travel to certain countries and regions. If you are intending to travel outside of the UK, you should check the FCO's latest [travel advice](#) for any countries you are travelling to before departure. You can find additional travel advice related to coronavirus (COVID-19) [travel online](#).

For further information on the UK government's Coronavirus action plan, visit the Coronavirus Action plan webpage on [GOV.UK](#)

ESCP LONDON CAMPUS RESPONSE (as of 23/03/2020)

IS THE LONDON CAMPUS CLOSED?

Yes.

The School has affected a full operational closure of its Campus facilities at 527 Finchley Road, Hampstead, London.

This action has been taken in full accordance with the U.K. Government instruction to educational settings.

This closure (commencing 20/03/2020) is for an indefinite period.

WHAT PRECAUTIONS HAS THE LONDON CAMPUS TAKEN TO PREVENT THE SPREAD OF CORONAVIRUS?

The School has been consistently monitoring Public Health England guidelines concerning the prevention and spread of coronavirus (COVID-19). These guidelines have been implemented in full.

Since 13/03/2020, we have moved all teaching activities for taught undergraduate and postgraduate students onto our online platform. As a further precautionary measure, all public and society events have been either cancelled or postponed.

Since 16/03/2020, we have instituted wider restrictions on student access to Campus and have implemented a comprehensive home-working regime for professional and academic staff.

Since 20/03/2020, we have affected a full closure of our campus and facilities.

All business travel outside Europe or to 'lockdown' areas remains precluded for staff, with similar restrictions introduced for students. We have of course preserved the possibility for students to fly home to residences outside of Europe (subject to FCO guidelines and restrictions) and with counsel on potential visa considerations.

We will continue to monitor and comply with advice from Public Health England and take all advised actions to prevent the spread of Coronavirus.

WHAT WILL HAPPEN IF A MEMBER OF THE SCHOOL COMMUNITY IS TESTED FOR CORONAVIRUS (COVID-19)?

Public Health England and the Department of Education have now released [guidance to educational settings about COVID-19](#).

In accordance with this advice, no special control measures or restrictions are required if anyone has been in contact with a suspected case of COVID-19 in an educational setting until test results are known.

In the event that a member of the School community is confirmed with COVID-19, special measures will be applied in accordance with PHE recommendation. If a suspected case is confirmed to be COVID-19, Public Health England will contact the School to discuss the case, carry out a risk assessment and advise on the actions or precautions that should be taken to ensure the continued safety and health of our community.

HOW DO I STAY UP TO DATE WITH THE SCHOOL INFORMATION ABOUT THE CORONAVIRUS (COVID-19)?

The London Campus is committed to doing all it can to regularly communicate with staff and students on this issue and share any important updates.

These FAQs will continue to be updated as the situation evolves and there will be regular updates on the Federal [web page](#) of the School.

FURTHER ADVICE FOR STUDENTS, STAFF AND FACULTY

IS THE LIBRARY BUILDING OPEN?

Our library building closed to students on 18th March 2020 and remains closed for an indefinite period.

When off campus, students and staff can continue to access our comprehensive range of digital resources: e-books, journals, magazines, newspapers, market research, company and market data etc. In order to gain access to all Library Resources online, please visit <https://myschool.escpeurope.eu>. The Campus library team is at your disposal for any further information: uk_library@escp.eu.

CAN I STILL ATTEND EVENTS AT THE LONDON CAMPUS?

The London Campus has suspended all on campus events. A limited number of events and webinars will run online. Information on these can be found at <https://escp.eu/london>.

HOW WILL I BE TAUGHT AND ASSESSED NOW THE CAMPUS IS CLOSED?

All teaching activity is now being delivered online. For most programmes, full online instruction has been in place since 16th March 2020.

The move to full online instruction is until further notice.

For detail of your on-line study programme, you are advised to contact your programme manager/coordinator. It is likely you will already be receiving separate advice and instruction from your programme team and Director.

You can anticipate some changes to your normal timetable and/or adjustments to the length and format of sessions. Most sessions are being delivered via BlackBoard Collaborate Ultra. You can anticipate a mix of synchronous and asynchronous instruction.

All taught undergraduate and postgraduate exams and assessments scheduled for the Spring/Summer terms are set to be delivered online or by alternate assessment that will not require presence on Campus.

IS THE CAREERS AND STUDENT SERVICES DEPARTMENT STILL ACCESSIBLE?

The Career and Student Services Department is closed to in-person student visits. However, careers, health & wellbeing support and other resources remain available via Skype and online. Look out for communications from the Department and stay in touch with your designated or recommended Career Services team-member. We are mindful that individual government policies and the economic environment will have an impact on many plans and we will do all that we can to assist you through the changes and challenges that you confront.

WHAT'S THE SCHOOL ADVICE ON PERSONAL TRAVEL?

If you are planning to travel on a personal basis (e.g. to join/visit family or to start a vacation), you should carefully consider the advice of the Foreign and Commonwealth Office (FCO). The FCO currently advises against all but essential travel to certain countries and regions.

You should check the FCO's latest travel advice for any countries you are travelling to before departure. You can find additional information on travel advice related to coronavirus (COVID-19) [travel online](#).

WHERE CAN I DO AN INTERNSHIP?

You are strongly advised to focus on opportunities in your own country in order to avoid present complications with international travel and mobility. ESCP will not currently sign or endorse internship agreements for EU residents outside of the EU.

I AM DOING AN INTERNSHIP ABROAD AND WISH TO RETURN HOME, WHAT TO DO?

Contact your Embassy wherever you are doing your internship. Follow their instructions.

MY INTERNSHIP IS SUPPOSED TO START SHORTLY, WHAT SHOULD I DO?

Get in touch with your internship provider. It is likely that the internship will either be cancelled, postponed or operated through home/remote working. The company should tell you what is possible and inform you about their decision. If you have not received information, please get in

contact with them as soon as possible. In all cases, please inform the Internships Service: internships@escp.eu

WILL NOT COMPLETING AN INTERNSHIP IMPACT MY PROGRESSION OR GRADUATION?

ESCP Business School is aware of the exceptional nature of these circumstances. Your Programme Directors will be advising you on this matter in accordance with programme regulations, which have significant flexibility.

WHERE CAN I GET ADVICE ON HOW MY VISA OR IMMIGRATION STATUS MIGHT BE AFFECTED BY THESE ISSUES?

You may find it helpful to refer to the [Immigration guidance on GOV.UK](#)

During these unique circumstances, the Home Office has confirmed that students whose visas are expiring but are unable to leave the U.K. will be able to apply easily for a U.K. visa lasting until at least 31st May. You can find further information in the following links depending on your case:

Coronavirus (COVID-19): advice for U.K. visa applicants and temporary U.K. residents:

<https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-uk-visa-applicants-and-temporary-uk-residents>

Visas extended for those currently unable to return home due to COVID-19:

<https://www.gov.uk/government/news/visas-extended-for-those-currently-unable-to-return-home-due-to-covid-19>

A Home Office immigration helpline and email address are available for immigration enquiries related only to Coronavirus:

Telephone: 0800 678 1767, open Monday to Friday, 9am to 5pm. Calls are free of charge.

Email: CIH@homeoffice.gov.uk.

We will update our own guidance as new information becomes available via our Visa Office:

vkaur@escp.eu

WHO I CAN CONTACT IF I AM CONCERNED ABOUT THE SITUATION?

For questions about your online courses, attendance, exams, internships, travels or anything linked to your programme of study, we continue to recommend that you reach out to your usual contacts within Programme Administration (PA) and Careers & Student Services (CSS).

For questions concerning C-19 response measures, campus status or services, please use our Campus enquiries e-mail: studentaffairs london@escp.eu

If you are having personal difficulties such as the feeling of isolation and loneliness, symptoms of coronavirus, anxiety or depression, or wish to seek help for anything else of a personal nature, please also feel free to use the School-level support services available.

Students are directed to: studentshelpdesk.covid19@escp.eu.

Staff can find support by contacting Human Resources or our Employee Assistance Helpline 'Empathy' on 0800 071 3672.

We ask all members of our Community to respect the latest NHS advice on self-isolation and preventive measures in the instance of any cold or flu-like symptoms. These guidelines have been issued repeatedly and will continue to be updated. You can also find other relevant information about [Coronavirus and wellbeing](#) or from the [NHS website](#).

WHAT CAN I DO TO HELP?

The [World Health Organisation](#) (WHO) has declared the coronavirus a pandemic, and the number of cases continues to rise worldwide. You can help by following the basic steps we have provided in this FAQ so you can help reduce your risk of getting sick or infecting others.

You can stay committed to our community's values by coming together and supporting all who are affected by these events.

FURTHER ADVICE FOR PROSPECTIVE STUDENTS, APPLICANTS AND ADMISSIONS

CAN I VISIT THE LONDON CAMPUS?

No.

The London Campus of ESCP Business School is closed until further notice. All on-site open day events and on campus interviews are postponed indefinitely.

Please email us to book an online appointment with our Admissions & Recruitment teams or contact the individual recruiters already assigned to your case.

Contact emails:

- Undergraduate team: bachelorlondonadmissions@escp.eu
- Postgraduate team: masterlondonadmissions@escp.eu
- Executive Education team: ukexeced@escp.eu

I AM ATTENDING AN OPEN DAY EVENT AT THE LONDON CAMPUS. WILL IT RUN AND, IF SO, HOW?

ESCP London Campus has suspended all events on campus. This suspension of events also applies to those events organised under its name at any and all external venues.

Please check our [events page](#) to find out which of our events will now be delivered online as an alternative.

I HAVE BEEN SELECTED FOR AN INTERVIEW. HOW DO I ATTEND?

As of Wednesday, 18th March, all interviews have been conducted online and we will be continuing with this approach until further notice. If you have a pending interview, our admissions team will be in touch with you shortly to discuss the details.

WHAT IF MY GMAT/GRE TEST HAS BEEN CANCELLED DUE TO TEST CENTRE CLOSURES, OR I CAN NO LONGER TRAVEL TO TAKE MY TEST?

Interim GMAT™ Exam: Available Online Mid-April:

From mid-April, a new alternative to the GMAT exam will be launched online. The test will offer a comparable structure, time, and scoring as the exam delivered in the test centres. For more information please visit the [GMAT website](#).

New GRE at-home testing:

To meet the needs of candidates who are unable to take the GRE General Test at a test centre, ETS is temporarily offering a [GRE General Test at-home option](#) in selected areas. The test is identical in content, format, and on-screen experience to the GRE General Test taken at a test centre. It is taken on your own computer at home and is securely monitored by a human proctor online through ProctorU®. For more information visit the [ETS website](#).

If you already have a test score but have been instructed by us to retake it and achieve a higher score, the same conditions apply. You are expected to retake the test online or as soon as centres reopen.

CAN I APPLY WITHOUT A GMAT/GRE SCORE?

Yes, if you do not have a GMAT or GRE, you have the option to do our in-house SHL test. For more information, please contact masterlondonadmissions@escp.eu.

For Executive Education, a GMAT/GRE test is not a requirement. For more information, please contact ukexeced@escp.eu.

WHAT IF MY ENGLISH TEST HAS BEEN CANCELLED DUE TO TEST CENTRE CLOSURES OR I CAN NO LONGER TRAVEL TO TAKE MY TEST?

If you are required to submit an English assessment, please keep an eye on the following resources:

- [TOEFL](#): ETS has launched the TOEFL iBT® Special Home Edition test in selected areas to meet the needs of students affected by test centre closures. For more information please visit their website.

- [IELTS](#): IELTS testing is currently suspended in numerous locations but the situation is evolving quickly. Please visit their website for more information.

In case you are unable to take one or other of these tests, the London Admissions team can arrange an in-house test. Further information is available from the Admissions Team.

CAN I SUBMIT AN APPLICATION WITHOUT AN ENGLISH TEST?

Yes, we will accept applications without a proof of English or if you are unable to provide official test certificates. Please contact us for more details:

- Bachelors: bachelorlondonadmissions@escp.eu,
- Postgraduate: masterlondonadmissions@escp.eu
- Executive Education ukexeced@escp.eu

CAN I GET AN APPLICATION DEADLINE EXTENSION?

We might consider individual deadline extensions in exceptional circumstances. In order to apply for a deadline extension, please email our admissions team with clear reasoning behind the extension request.

- Undergraduate admissions: bachelorlondonadmissions@escp.eu
- Postgraduate admissions: masterlondonadmissions@escp.eu
- Executive education admissions: ukexeced@escp.eu

WHERE CAN I GET MORE INFORMATION?

We will be happy to provide you with more information via email/call, please contact us to set up an individual call:

- Undergraduate team: bachelorlondonadmissions@escp.eu
- Postgraduate team: masterlondonadmissions@escp.eu
- Executive Education team: ukexeced@escp.eu