

# **REGULATIONS OF THE ESCP BUSINESS SCHOOL MADRID CAMPUS AGAINST COVID-19 FOR THE 2020/21 ACADEMIC YEAR**

The aim of this protocol is to establish the organisational and health and hygiene prevention measures that will apply to the Madrid campus of the ESCP Business School at the start of and throughout the 2020-21 academic year.

Depending on the evolution of the COVID-19 health crisis, four possible scenarios are envisaged, in line with the regulations set forth by the Autonomous Community for the region's educational establishments:

1. Scenario I. Extraordinary hygiene scenario (current scenario).
2. Scenario II. Partial attendance scenario
3. Scenario III. Scenario of confinement and suspension of on-site educational activity
4. Scenario IV. Scenario with no COVID-19 problems.

## **1. SCENARIO I. EXTRAORDINARY HYGIENE SCENARIO (current scenario).**

This is the scenario that is established for the start of the 2020-2021 academic year, as a consequence of Royal Decree-Law 21/2020, of 9 June, on urgent prevention, containment and coordination measures to deal with the health crisis caused by COVID-19.

-All campus facilities have been thoroughly disinfected.

-All campus personnel will undergo a serological test before the start of classes.

-Entrance and exit to and from the precinct will be through different doors or spaces and in a standard or sectorised manner in order to prevent the build-up of crowds.

-Individuals who do not form part of the campus educational community (personnel, teaching staff and students) may not enter the campus without express authorisation.

-On entering the campus, students will have their temperature taken by means of infra-red thermometers; any individual whose temperature  $>37.2^{\circ}$  may be denied access to the campus.

-The use of masks will be obligatory throughout the entire campus precinct, including the gardens.

-At the start of the academic year, the ESCP Madrid Campus will provide students and personnel with a kit including masks.

-Smoking within the campus is strictly forbidden, both indoors and in the outdoor gardens.

-Interpersonal distancing of at least 1.5m must be observed.

-Alcohol-based gel dispensers have been placed in corridors, common areas and access doors to the centre.

-Signs have been installed to reiterate the safety measures applicable on campus. In particular, circuits have been prepared for transit through the campus, thus avoiding any crossing in the corridors. We recommend always walking on the right.

-Meetings will be held to raise awareness among students and staff of the need to comply with the safety and hygiene measures.

-Face-to-face procedures will be limited as far as possible, prioritising on-line attention. For appointments with lecturers, programme coordinators, the IT department or the Library, appointments must be made in advance, and these will be carried out, as far as possible, by on-line means. Each of the aforementioned Departments or areas will furnish students with the procedure for arranging appointments.

-To attend to the public, means of separation have been installed (dividing screens).

-Cleaning, disinfection and ventilation of the centre, in APPENDIX – section D.

-Capacity will be limited in all common spaces (cafeteria, library, etc.) as well as in classrooms/lecture halls.

-In order to protect the health and hygiene of students, teaching staff and campus personnel, the services and capacity of the cafeteria will be restricted.

-Breaks will be organised so as to avoid the build-up of crowds.

-Open air activities will be encouraged.

-Protocol of action in case of detection and follow-up of possible cases of COVID-19, in APPENDIX – section I.

Incident controls have been established, to monitor any situations that may arise, with the aim of preventing risks and acting as an early warning mechanism. A COVID-19 coordinator has been appointed in the Centre: Edurne Garde ([egarde@escp.eu](mailto:egarde@escp.eu)). The ESCP Madrid Campus will provide PPE for attending to possible and suspected cases.

## **2. SCENARIO II. PARTIAL ATTENDANCE SCENARIO**

This scenario is considered for the event of a worsening in the development of the COVID-19 crisis, with respect to the normal situation.

It does not entail the confinement and suspension of all face-to-face educational activity.

**The measures for the previous scenario will be applicable, along with the following additional ones:**

Campus personnel must perform their functions while maintaining the safety distance.

-If the health and hygiene safety of students cannot be guaranteed, breaks between classes may be cancelled.

- A class, or classes, may be preventively confined after the detection of a possible case, or cases, of coronavirus in a group or subgroup. In this case, the classes for this group or subgroup will be given on-line.

-Part of the ESCP personnel may be advised to work from home.

## **3. SCENARIO III. SCENARIO OF CONFINEMENT AND SUSPENSION OF FACE-TO-FACE EDUCATIONAL ACTIVITY**

This scenario is considered for the event of a worsening in the development of the COVID-19 crisis resulting in a situation of confinement.

Scenario three would be adopted by decision of the ESCP Madrid Campus and/or the Spanish authorities.

-Teleworking for all campus personnel.

-The campus will remain open for the first three days so that students can collect the necessary material; the campus will then remain closed until the confinement of the population is over.

-The teaching-learning process will be conducted on-line.

-Meetings will be held on-line.

## **4. SCENARIO IV. SCENARIOS WITH NO COVID-19 PROBLEMS.**

This scenario is considered for the return to normality owing to the disappearance of COVID-19 risks.

-Timetables and cleaning services will return to the normal situation for the campus.

-The campus may continue teaching all or part of its courses on-line until the end of the academic year.

## **APPENDIX**

### **A) LIMITATION OF CONTACTS**

-A minimum interpersonal distance of at least 1.5 m must be observed in interactions between individuals in the educational establishment. This distance will also apply in rooms for the use of campus personnel.

-The use of open spaces to conduct educational and leisure activities will be encouraged as far as possible.

### **B) PERSONAL PREVENTION MEASURES**

-Hands should be washed frequently and carefully, for at least 40 seconds with soap and water; if this is not possible, alcohol-based gel can be used for 20 seconds.

-Disposable tissues should be used to eliminate respiratory secretions and must be thrown away after use into a bin with a liner, wherever possible, into a pedal bin.

### **C) USE OF MATERIALS**

-Contact with potentially contaminating surfaces must be avoided (e.g. keep doors open to avoid contact with doorknobs, handles, handrails, etc.).

-The use of paper documents and the circulation thereof must be avoided as far as possible,

-The sharing of equipment should be avoided as far as possible, and materials and objects in common use should be disinfected regularly and whenever necessary.

### **D) CLEANING, DISINFECTION AND VENTILATION OF THE CENTRE**

-Cleaning and disinfection, at least once a day, this being reinforced in those spaces which require it, depending on the intensity of use; for example, in toilets, which must be cleaned and disinfected various times a day. Special attention must also be paid to areas of common use and surfaces with most frequent contact.

-The cleaning measures will also extend to employees' private areas, paying special attention to shared workstations, which should be cleaned and disinfected with every change of shift, and at the end of the working day.

-Sweeping must be avoided to prevent dust, and a vacuum cleaner should be used instead.

-After each instance of cleaning and disinfection, the materials and protective equipment used must be disposed of safely.

-Facilities must be ventilated frequently, and for a period of at least five minutes (preferably 10 minutes if the room has previously been occupied) at the start of the day, at the end of the day and between classes, whenever possible. Whenever possible, the door to the classroom/lecture hall should be left open, and it is advisable to keep the windows open as long as possible.

-As regards waste management: disposable tissues used by staff and students to dry their hands or to comply with respiratory hygiene measures should be thrown away in bins with a liner, if possible, in a pedal bin. In the event of a student or employee presenting with symptoms while on the Campus, it will be necessary to isolate the bin or container where they may have deposited tissues or other use products, in the space of individual use in which they have been isolated. This bin liner should be taken out and placed in a second, sealable bin bag.

## **E) CLASSROOMS/LECTURE HALLS**

-The use of masks will be obligatory for everybody, independently of the observance of the interpersonal safety distance, subject to the exceptions provided for in the current regulations.

-Classroom/Lecture hall doors must be kept open.

-Alcohol-based gel dispensers have been placed in corridors, common areas and access gates to the campus. These must ALWAYS be used when entering the classroom/lecture hall.

-Classrooms/lecture halls must be ventilated with each changeover of class.

-Classrooms/lecture halls will have a reinforced cleaning service, and will be disinfected on a daily basis.

-Any classroom/lecture hall in which a student or lecturer has presented with symptoms at any time of the day must be disinfected, adhering to the established protocol.

-In order to guarantee maximum capacity, the campus may reorganise sessions of face-to-face classes: alternate attendance, parallel semi-groups, shifts, etc.

## **F) DINING HALL/CAFETERIA**

-Initially, in order to protect the health and hygiene of students, teaching staff and campus personnel, the services and capacity of the cafeteria will be restricted.

-A distance of 1.5 m between students must be respected.

-Alcohol-based gel dispensers will be installed at the entrances and exits to and from the dining hall, kitchen and toilets.

-In the case of self-service facilities, users must avoid touching trays that are not their own. Everything must be served to them by dining hall assistants.

-Serviette holders, salt and pepper cellars, and bottles of oil and vinegar will be withdrawn and replaced by single-use containers provided at the time of service. Students will not be allowed to serve themselves directly from jugs; this will be done by a dining hall assistant with the help of a serviette.

-If tablecloths and serviettes are used, they must be disposable and provided at the time of service.

-Kitchen staff must be properly dressed to avoid contaminating food, with their uniform including protective masks and gloves.

-The dining service will be performed in a staggered, sectorised manner.

-Between each sitting, the tables must be disinfected and the cafeteria ventilated.

-The use of tables in the centre's garden will be encouraged.

## **G) LIBRARY**

-Taking into account that the campus is unable to provide a distance of 1.5 m, individual screens and transparent partitions will be installed around the tables in the Library. This legally authorised system will make it possible to welcome students in optimal protective conditions which are close to normal.

-The capacity of the Library is limited.

## **H) TOILETS**

-Material for suitable hygiene will be provided.

-Entry will be prohibited if all the toilets are occupied; it will be necessary to wait at the main access door until one becomes free.

-The safety distance must be maintained.

-Cleaning and disinfection will be increased.

## **I) MEASURES IN THE EVENT OF THE SUSPICION, DETECTION AND CONTROL OF AN INDIVIDUAL WITH COVID-19**

### **I.1 Handling of cases.**

**-Students, teaching staff and other professionals displaying symptoms compatible with COVID-19 must not enter the campus;** this also applies to those individuals who are in isolation after having been diagnosed with COVID-19, or in a

period of home quarantine owing to their having been in close contact with an individual displaying symptoms of or diagnosed with COVID-19.

-In the **presence of the following symptoms, it is recommended that neither students or employees come to the campus**: fever or low fever (>37.2), cough, nasal congestion, sore throat, breathing difficulties, chest pains, headache, abdominal pain, vomiting, diarrhoea, muscular pain, general malaise, lesions or spots on the skin, loss of smell or taste, shivering.

-In the case of an individual who **develops symptoms** compatible with COVID-19 while on campus, the Centre's **action protocol** must be followed:

- o Place a **surgical mask** over their face, take them to a **separate space**, and contact the person responsible for handling COVID-19 in the educational establishment and with family members.

- o The person accompanying the suspected case must wear suitable personal protective equipment:

- § hygienic/surgical mask, if the person with symptoms is wearing one.

- § valveless FFP2 mask, in the case of the person with symptoms not being able to wear a surgical mask (individuals with breathing problems, who have difficulties with taking the mask of themselves, or who have behavioural disorders which makes the use thereof infeasible), as well as a visor and disposable gown. (The campus will have a stock of this material on hand for situations in which PPE is required in order to attend to a suspected case.)

- o The space where suspected cases will wait is the *Estrasburgo* room, which has suitable ventilation and a pedal bin with a liner, in which to throw away the mask (if it needs to be changed) and the disposable tissues. The room must be ventilated, cleaned and disinfected after use.

-The individual **responsible for handing COVID-19** will contact the primary health care centre of reference or will call the reference telephone of the Community of Madrid as soon as possible.

-If the individual affected is a campus employee, **the occupational risk prevention department**, the health centre or the reference telephone for the Community of Madrid must be contacted, and their instructions followed. In the event of severe symptoms or breathing difficulties, call **112** or **061**.

-The person affected is considered a suspected case and must remain in isolation at home until the results of diagnostic tests are available, as referred to in the Early Detection, Surveillance and Control Strategy. If **the case is confirmed**, they must not come to the campus and must remain in **isolation** until 3 days after the end of the clinical symptoms, and a minimum of 10 days from the onset of the symptoms.

## **I.2 Notification procedure.**

The **epidemiological surveillance services** of the Community of Madrid's Public Health service must be furnished with information on cases when they **are confirmed** both in primary health care and the hospital setting of the public and private system, as well as the prevention services.

Until the diagnostic result is obtained for the case, no action will be indicated in relation to close contacts, and teaching activity will continue as normal.

Once a positive result for SARS-CoV-2 has been obtained, **the public health services will contact the campus**, through the previously established communication channels, in order to conduct an epidemiological investigation, report on the situation and on the principal measures for control, such as the isolation of cases and quarantine of contacts, and jointly assess the measures taken by the education establishment.

## **I.3 Handling of contacts.**

If the case is confirmed, the **contacts study** will be carried out both inside and outside the campus **by means of the identification, classification and monitoring of contacts**, adhering to the protocols established in each autonomous community, in this case, in the Community of Madrid. This function will be the responsibility of the unit or service designated by the Community of Madrid.

### ***Definition of close contact***

The following will be classified as **close contacts**:

-If the case belongs to a **stable coexistence group (SCG)**, **all the individuals belonging to the group** will be considered close contacts.

-If the **confirmed case belongs to a class that is not organised as an SCG**: any student who has shared space with the confirmed case at a distance of less than 2 metres around the case without wearing a mask will be considered a close contact.

-Those individuals who **live** with confirmed cases.

-Any campus professional, lecturer or employee who has shared space with a confirmed case at a distance of under 2 metres for more than 15 minutes without a wearing a mask.

The period taken into account will be from two days prior to the onset of symptoms in the case, up to the moment when the case is isolated. In asymptomatic cases confirmed by PCR, the contacts will be sought from two days prior to the date of diagnosis.

### ***Handling of contacts***



**-Quarantine will be indicated for close contacts** for the 14 days subsequent to the final contact with the confirmed case.

**-Active monitoring** of those contacts identified as close will be performed, adhering to the protocols of the Community of Madrid, and these contacts must remain in their homes.

-The performance of a PCR on close contacts will be indicated as stipulated in the protocols established by the public health authorities in each autonomous community, the main objective being the early detection of new positive cases. **If the result of this PCR is negative, quarantine will continue until day 14.** Additionally, and with the aim of being able to reduce the duration of said quarantine, a PCR may be performed 10 days after the final contact with the case; quarantine may be suspended in the case of a negative result.

-The classroom/lecture hall will be closed if the case belongs to a SCG for a period of 10 or 14 days, depending on the strategy used. If the case does not belong to an SCG, quarantine will be indicated for close contacts and normal class activities will continue for the rest of the class.

-After having studied the contacts and established the quarantine measures for those considered to be close, teaching activities will continue as normal.

#### **1.4 Handling of outbreaks.**

An outbreak is considered to be any grouping of three or more cases with active infection in which an epidemiological link has been established.

#### **Actions in outbreaks**

**a) Outbreak in a classroom/lecture hall:** Three or more cases in one single SCG, or class not organised as an SCG, with an epidemiological link between them. Control measures:

-Home isolation of cases.

-Identification and quarantine of the contacts of the SCG or the close contacts of the class not organised as an SCG.

-If the cases belong to an SCG: suspension of the teaching activity until 14 days after the start of the quarantine of the contacts.

-If the cases belong to a class which is not organised as an SCG: maintenance of teaching activity for those students not classified as close contacts.

Teaching activity will continue normally with the exception of the affected SCG.

**b) Outbreaks in various classrooms/lecture halls with no epidemiological link:** 3 or more cases in and SCG, or classes not organised as an SCG, with no epidemiological

link between them. Specific control activities will be indicated for each of them by implementing the following:

-Home isolation of cases.

-Identification and quarantine of the contacts of each SCG or the close contacts of each class not organised as an SCG.

-If the cases belong to one SCG: suspension of the teaching activity of each SCG until 14 days after the start of the quarantine of the contacts.

-If the cases belong to a class which is not organised as an SCG: maintenance of teaching activities for those students not classified as close contacts in each of the classes not organised as an SCG.

Teaching activity will continue as normal with the exception of the affected groups.

**c) Outbreaks in various classrooms/lecture halls with an epidemiological link:** detection of cases in various SCG's, or classes not organised as an SCG, with a certain degree of transmission between different groups.

-Home isolation of the cases.

-Identification and quarantine of the contacts of each SCG or close contacts of each class not organised as an SCG.

-The relationship existing between the cases will be studied; if the existence of an epidemiological link is demonstrated and it has not been possible to maintain the prevention and hygiene measures, the adoption of additional measures will be assessed; these may include the extension of quarantine and the suspension of teaching activity for other groups until 14 days after the start of quarantine or the time indicated depending on the evolution of the outbreaks.

Teaching activity will continue as normal with the exception of the affected groups.

**d) Outbreaks in the context of uncontrolled transmission:** if it is considered that there is uncontrolled transmission in the educational establishment with a greater number than expected for the age segment in a specific territory, the public health services in the autonomous communities will conduct a risk assessment to consider the need to escalate the measures, assessing in the final instance, the temporary closure of the educational establishment.

-Home isolation of the cases.

-Initially, the closure of the campus would be for 14 days, although the duration of this period may vary depending on the epidemiological situation, on the appearance of new cases developing symptoms and on the level of transmission detected on campus.

-The campus will be reopened when the situation is under control and entails no risk for the educational community.

### **I.5 Exchange of information and communication of risk.**

The campus will appoint an individual responsible for handling **COVID-19**, whose duties will include communication and coordination with the health services and public health services in the corresponding autonomous community.

There will be a communication channel between the campus, the reference health Centre and the prevention service for the academic staff, with the aim of helping to resolve any doubts regarding the measures to be taken, as well as coordinating actions for teaching staff with health problems.

It is advisable to establish a fluid dialogue between public health and the campus to communicate the results of epidemiological investigations and jointly assess the measures adopted by the educational establishment. The educational community will be informed of the actions to be implemented in those situations in which an outbreak is identified (further information in Annexes Guide for action of the Ministry of Health) as well as the possibility of escalating the measures if certain circumstances arise.

The campus will also do everything possible to collect, in an organised and easily accessible manner, information to facilitate the identification of and action on cases and contacts (further information in Annexes Guide for action of the Ministry of Health). Campus personnel must ensure the confidential treatment of the identity and data of those cases that are suspected or confirmed at all times.

## **J) INFORMATION**

-The campus management team will ensure that the entire educational community is conversant with and understands the information on the action protocols and the prevention and hygiene measures implemented at the centre.

## **K) ATTENTION IN MANAGEMENT AND ADMINISTRATION AREAS**

Management and administration staff will attend to students in person at all times by appointment. On-line or telephone attention will be prioritised.

-Shared offices will be organised so that the distance of at least 1.5 m between workstations is maintained. If this distance cannot be maintained, screens will be installed to separate the workstations, with the use of masks being in any case obligatory until they are installed.

-To attend to the public, protective elements such as partitions will be installed and the safety distance will be marked.

-When dealing with the public, the use of masks will be obligatory for both the user and for campus personnel.

Disinfectant gel must be available at customer service positions, and they must be regularly ventilated.

## **L) EXTERNAL CONTACTS AND COORDINATION ADDRESSES**

-For proper management and coordination between the educational centres and the Epidemiology Service, the following email addresses are established:

Office hours (up to 3:00 p.m.)  
Alerts Department/Epidemiology Department  
Telephones: 91 370 08 01/ 0858 / 0816  
Email: s.alertas@salud.madrid.org  
Afternoons: Head on duty/Public Health Rapid Alert System Epidemiologist  
Telephones: 615 04 37 51 / 5  
Email: alerta1@salud.madrid.org

In all matters not covered by these regulations, ESCP Business School Madrid Campus will adhere to the regulations of the Regional Ministry of Education and Youth of the Community of Madrid regarding COVID-19 in educational establishments, and the Spanish Ministry of Health's action guidelines in the event of cases of COVID-19 in educational establishments.