

COVID-19 – Health and safety guidelines for students and executive participants

Paris Campus – République &
Montparnasse sites



General rules of conduct on campus

Each student agrees to review these guidelines carefully before coming to ESCP's Paris campus (Montparnasse or République sites), and to respect the instructions detailed therein.

The measures described below will be updated regularly, depending on the situation and according to government directives.

Measures to protect yourself and others



Regularly wash your hands or use hand sanitizer



Avoid touching your face



Cough or sneeze in your elbow or in a tissue



Stay at least one metre away from other people



Dispose of any tissues you have used



Do not shake hands



How to wash your hands

HOW TO USE YOUR MASK CORRECTLY

How to put your mask on



1 Wash your hands thoroughly



2 Loop the elastic bands behind your ears

or



2 Tie the laces at the back of your head and neck



3 Pinch the rigid edge, if it has one, onto your nose, pull the mask down below your chin and avoid touching it again

How to take your mask off



1 Wash your hands and then remove the mask, touching only the laces or elastic bands



2 After use, put it in a plastic bag and throw it away

or



2 if it is made of fabric, wash it at 60° for 30 mins



3 Wash your hands thoroughly again

Masks are an additional means of protection, and do not replace barrier actions



Wearing a mask is mandatory

upon entry on the République and Montparnasse sites.
It must cover the mouth, nose and chin.

Please note: Wearing a mask is mandatory; any person refusing to wear a mask will not be allowed to enter the establishment; any person who does not respect the safety instructions, of which wearing a mask is an integral part, will not be allowed to remain in the establishment. Any person not complying with this obligation will be asked to leave the building, and in the event of refusal, ESCP will ensure that the person leaves the building. ESCP reserves the right to initiate any proceedings (including disciplinary proceedings) against any person who fails to comply with safety measures, including the wearing of a mask. Please remember that ESCP has the right to define and set the conditions of access to its institutions, and is under the obligation to take all necessary measures to ensure the safety and protect the health of students, teachers and staff.

Entering and leaving the site

Entry to the site is subject to the physical distancing measures in force: signage has been put in place to regulate movement in and out of the site and to remind all persons of the distance to be respected (at least 1 metre).

Visual verification of bags and student cards will also be carried out by the security guard at the entrance at a distance of one metre.

Disinfecting with hand sanitizer is compulsory upon entering and leaving the site.

On both sites, special bins have been put in place at the entrance or entrance steps to dispose of all COVID-19-related waste (disposable masks, gloves and used tissues). Disposing of these items in other bins on the site is prohibited.

Use of lifts

Students are not allowed to use the lifts, except in case of medical necessity.

On the République site:

- the lift in Building 3 is limited to 1 person;
- the lift in Building 4 is limited to 2 persons;
- the lift in Building 2 (Executive lift) is limited to 1 person.

On the Montparnasse site:

- all lifts in the main Building are limited to 4 persons;
- the lifts in the Bienvenue Building are limited to 3 persons.

Hand sanitizer is available on each floor. Hands must be washed before entering and leaving the lift, and masks must be worn.

Campus life

Wearing a mask is compulsory everywhere on the République and Montparnasse sites, from the moment you enter.

Physical distancing measures, furniture layout and strict hygiene rules as indicated on posters must be respected throughout the entire site (common areas, food service areas, classrooms, computer rooms, library):

- As much as possible, maintain a physical distance of at least 1 metre, especially when entering and leaving classes.
- Keep to the right on the stairs (or as indicated, as the case may be).
- Wash your hands meticulously before entering classrooms or using shared equipment (computers, printers, etc.).

Hand sanitizer is available in front of all classrooms, computer rooms and common areas.

Cleaning of the site

Both sites were fully cleaned and disinfected during the summer closure. Common areas, offices and classrooms are cleaned and disinfected daily.

The toilets are cleaned regularly during the day and each visit by the staff is indicated on a specific notice board at the toilet entrance.

Contact surfaces (ramps, handles, printer controls, etc.) are disinfected in the work areas by a dedicated team.

Food service areas

The canteen is open from Monday to Friday from 11.30 am to 2.00 pm.

The coffee bar is open from Monday to Friday, 8.00 am to 4.00 pm.

Masks must be worn at all times, except when eating or drinking. Hand sanitizer distributors are available at all entrances and exits. The areas are disinfected between each visit.

In order to keep handling and waiting time at the checkout to a minimum, students are asked to check the balance on their student cards before entering the canteen. Recharging stations are available at the entrance to the canteen and at the coffee bar cash desks.

Your seat will be indicated to you by the food service staff.

Several catering areas in compliance with current health standards are available.

The opening and closing times of the canteen and coffee bar have been set so as to regulate the number of visitors: if you see that the number of visitors is too high, please come back at a later time.

Student society life and access to premises

Due to inadequate ventilation, access to the student society corridor and premises is currently **limited**.

The resumption of student society life will be gradual, in accordance with current health regulations. Further information will be provided shortly.

If you have any questions about community life, please contact:

- Alice Arana at République : aarana-prevoteau@escp.eu
- Sabine Hakim at Montparnasse : shakim@escp.eu
- Le BDE sur le site de République : presidentbde@escp.eu

Sports clubs – Sport activities

The resumption of a sports activity after a period of inactivity must be gradual in duration and intensity.

Barrier measures must be maintained: regular hand washing before and after the use of shared equipment, no sharing of personal belongings (towel, mat, water bottle, etc.). Wearing a mask may be requested in situations where physical distancing cannot be respected.

Shared equipment must be cleaned after each use by the user with the use of disinfectant wipes. If possible, personal equipment is preferred.

- République : the dance room is limited to 15 persons; fitness room limited to 25 persons;
- Montparnasse : the dance-box room and weight room is limited to 10 persons.

For facilities provided by the City of Paris, the number of places will be limited to 10 persons. A rotation system will be put in place to facilitate access to as many people as possible.

For any questions on the practice of sport, please contact the Sports managers, Mr. Goulmy (ngoulmy@escp.eu) et Mr. Labarbe (slabarbe@escp.eu).

Library

Wearing a mask is compulsory in the library. Hands must be washed with hand sanitizer before entering the library and before handling books.

A limit on the number of persons admitted will be indicated in the library reception area. Floor signage indicates the direction of circulation in the entrance hall as well as on the library premises.

The student work rooms will be available for a maximum of 4 students at the same time. Signage indicates barred chairs. Please respect these markings carefully.

The library premises are aired every morning. A ventilation system is in place to allow air renewal. The premises are cleaned every morning. Cleaning cloths are available to students upon request.

All returned documents are disinfected before being put back on shelves.

A complete set of information is available on the Library's Intranet page.

Reminder of COVID-19 symptoms

COVID-19 include:

- Fever or a feverish feeling (chills, hot-cold);
- Cough;
- Headaches, aches and pains, unusual fatigue;
- A sudden loss of smell (without nasal obstruction), a total loss of taste, or diarrhea ;
- In more serious forms: breathing difficulties which could lead to hospitalisation.

For any questions, or to have your temperature taken or if in doubt about the onset of symptoms, please go to the infirmary, on the République site (Office 4034, ground floor building 4), or contact the nurse by email at health@escp.eu.

In case of suspected illness

On campus

- Avoid coming into contact with other people;
- Apply barrier gestures;
- Wear a mask and go to the infirmary (République – Office 4034, ground floor - building 4) or go to the reception desk or to the security guards (both sites) who will indicate the procedures to follow (take your temperature, etc.).

Even if there are no signs of serious illness, a trip home by taxi is recommended. Otherwise, the emergency medical service (SAMU - 15) will be called.

A family member or an emergency contact person will be notified.

Off-campus

Do not leave your home, avoid contact with others, follow government guidelines, and call your doctor.

In case of severe symptoms, call the emergency services (15).

Please inform your programme manager and the School health centre (health@escp.eu) in the event of suspicion or confirmed infection with COVID-19.