

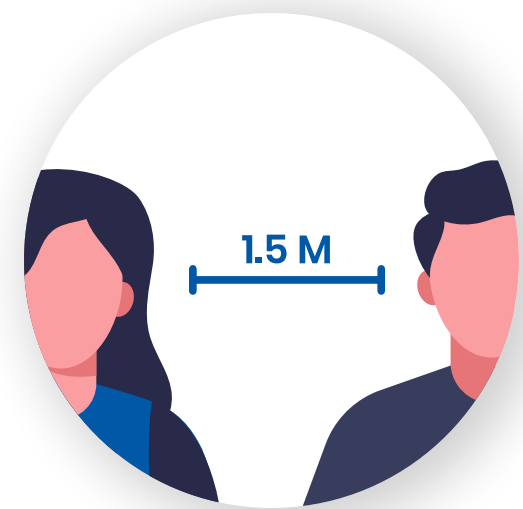
BACK TO ESIC 2020



BUSINESS & MARKETING SCHOOL

Transforming people

THE BASIC PRINCIPLES FOR THE PREVENTION OF COVID-19



LIMITING CONTACT



PERSONAL PREVENTION MEASURES

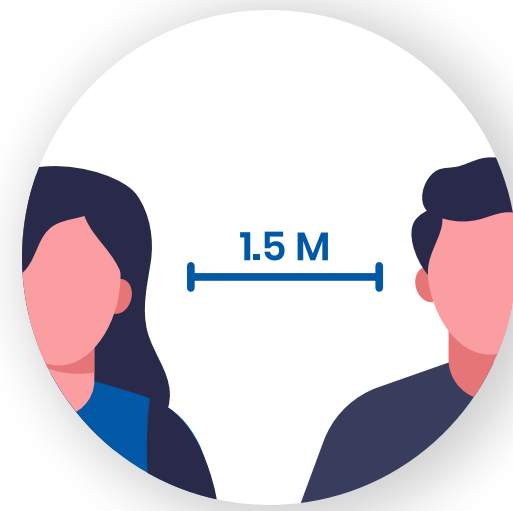


COVID-19 CASE MANAGEMENT



CLEANLINESS AND VENTILATION

LIMITING CONTACT



SOCIAL DISTANCING

Keep a distance of at least 1.5m between yourself and others.



DISTANCE MEETINGS

Department meetings and other non-teaching activities will be carried out telematically whenever possible.

PERSONAL PREVENTION MEASURES



HAND HYGIENE

De forma frecuente y meticulosa, se recomienda el lavado de manos con agua y jabón durante al menos 40 segundos o, en su defecto, con gel hidroalcohólico disponible en todos los centros de la Escuela.



USE OF FACE MASKS

The use of a mask is mandatory for all people accessing the centre and in all areas, both inside the building and outside, as well as during classes. The hygienic facemask (if possible reusable) is recommended, with its correct usage being necessary.

COVID-19 CASE MANAGEMENT AMONG ESIC STAFF



If any person shows symptoms that are consistent with COVID-19, they should stay or, if necessary, return home and contact their health centre to have PCR tests carried out to determine whether or not they have been infected:

IN THE EVENT THAT THE RESULT IS POSITIVE:

You must communicate this to your direct supervisor and they will inform HR, who will give you instructions on how to proceed as determined by our Health and Safety at Work Department. In positive cases, the corresponding sick leave will be processed by HR.

IF THE TEST RESULT IS NEGATIVE:

The worker will return to work.

COVID-19 CASE MANAGEMENT AMONG ESIC STAFF



In the event that someone has to carry out a **QUARANTINE OR ISOLATION PERIOD**, as determined by a health authority, we could have two possible scenarios:

A) If the health authority decides on isolation/quarantine with sick leave: the sick note must be submitted to the Human Resources Department for processing by the Social Security. The worker will act as in any other leave of absence.

B) If the health authority decides on isolation/quarantine without sick leave: HR must be informed and the worker will carry out his work remotely (teleworking) and if that option is not possible, this will be duly analysed by HR.

CLEANLINESS AND VENTILATION



VENTILATION

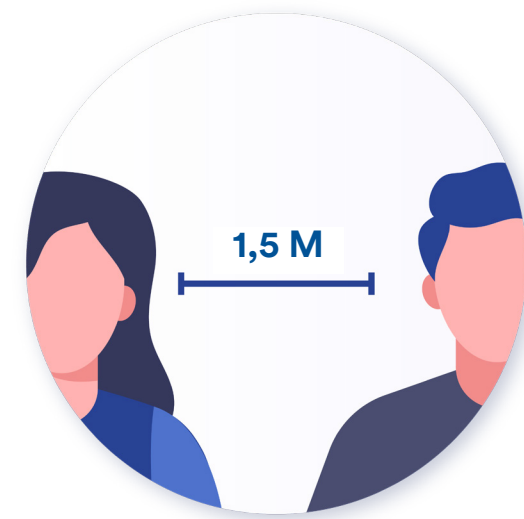
The ventilation of all the rooms in the Centre will be intensified (10 or 15 minutes at the beginning and end of each class). Windows will be kept open as long as possible.



CLEANING

The cleaning service will be reinforced throughout the day.

ORGANISATION OF THE CENTRE TO FACILITATE COMPLIANCE WITH THE RECOMMENDED MEASURES



SOCIAL DISTANCING

Keep a distance of at least 1.5m between yourself and others.



STAGGERED ENTRY AND EXIT

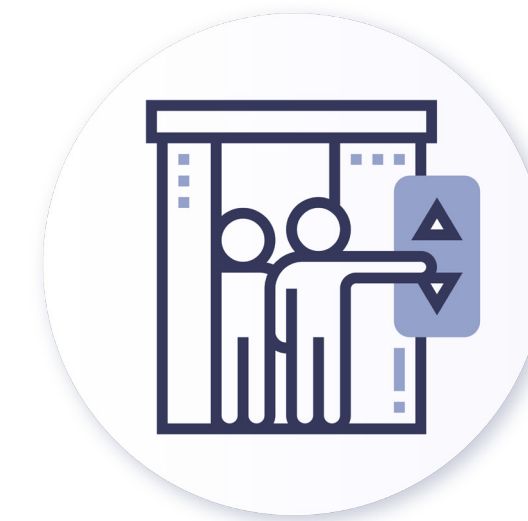
To avoid crowding, it is recommended that entering and exiting both the building and the classrooms be orderly and staggered.

ORGANISATION OF THE CENTRE TO FACILITATE COMPLIANCE WITH THE RECOMMENDED MEASURES



MOVEMENT OF PEOPLE AND SPACE ALLOCATION

Respect the signage in order to maintain the recommended social-distancing.



LIFT

The use of the lift is restricted to the movement of goods or persons with impaired mobility and, in any case, will be exclusively for the use of one person at a time.

ORGANISATION OF THE CENTRE TO FACILITATE COMPLIANCE WITH THE RECOMMENDED MEASURES



REDUCING GATHERINGS OF PEOPLE

Clusters of people must be avoided both inside and outside the building and, if they do occur, the safety distance of 1.5 m must be respected. The layout of classrooms and desks could suffer modifications.



SMALL, STABLE GROUPS OF PEOPLE

Small, stable groups of people will be established.

ORGANISATION OF THE CENTRE TO FACILITATE COMPLIANCE WITH THE RECOMMENDED MEASURES



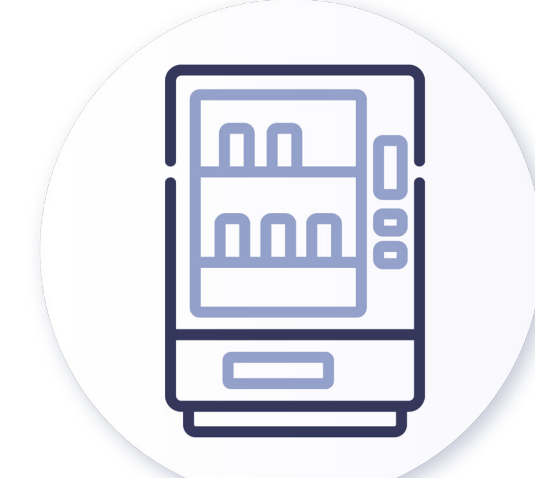
DO NOT SHARE MATERIALS

If absolutely necessary, take extra precautionary measures.



TOILETS

All will have dispensers of hydro-alcoholic gel, soap and paper towels.



VENDING MACHINES AND WATER DISPENSERS

It is recommended that vending machines be used in an orderly fashion, whilst maintaining a safe distance, and payment is by card.

ORGANISATION OF THE CENTRE TO FACILITATE COMPLIANCE WITH THE RECOMMENDED MEASURES



SMOKING

Smoking is forbidden within the school premises.



PROTECTIVE SCREENS

Where necessary, for the service they provide, workstations will have protective screens for attending to the public.



TRAVEL

We ask people who use public transport to take the utmost care with safety measures and to respect the rules established therein.

CONTACT TELEPHONE NUMBERS



If you have any symptoms, apply the principle of prudence and prevention, following at all times the internal procedures established by the School. These are the information telephone numbers provided by the autonomous communities:

Madrid: 900 102 112

Cataluña: 061

Comunidad Valenciana: 900 300 555

Aragón: 061

Andalucía: 900 400 061

Navarra: 948 290 290

Galicia: 900 400 116

País Vasco: 900 203 050

Taking care of yourself, we take care of each other.

#TakeCareCareforOthers



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