

BACK TO ESIC 2020



BUSINESS & MARKETING SCHOOL

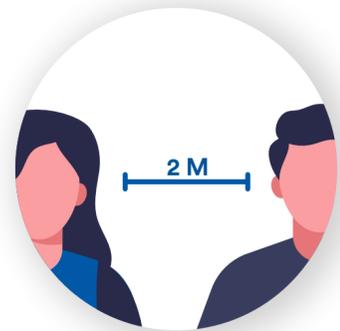
Transforming people

EDITION CONTROL

This document has been updated as follows since its publication:

- > **30/09/2020** | Modification on page 8
- > **26/10/2020** | Social distancing modification

THE BASIC PRINCIPLES FOR THE PREVENTION OF COVID-19



LIMITING CONTACT



PERSONAL PREVENTION MEASURES

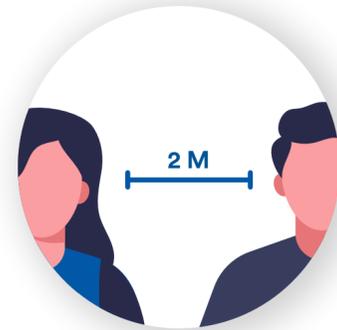


COVID-19 CASE MANAGEMENT



CLEANLINESS AND VENTILATION

LIMITING CONTACT



SOCIAL DISTANCING

Keep a distance of at least 2 m between yourself and others.



DISTANCE MEETINGS

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

PERSONAL PREVENTION MEASURES



ALWAYS IN THE SAME PLACE

It is mandatory to always occupy the same place, both during the week and the weekend.



HAND HYGIENE

Frequent and meticulous hand washing with soap and water for at least 40 seconds or, failing that, with hydroalcoholic gel available in all the School's premises is recommended.



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.

PERSONAL PREVENTION MEASURES



USE OF GLOVES

This is not recommended, in general, only for cleaning tasks.



RESPIRATORY HYGIENE

Cover your nose and mouth with a tissue when coughing and sneezing, and dispose of it in the rubbish bins. Otherwise, use the inner part of the elbow. Avoid touching your eyes, nose or mouth.

COVID-19 CASE MANAGEMENT



The person who shows/presents symptoms should contact the primary health care centre or the autonomous community and follow their instructions.

When a student has symptoms, he or she must remain in isolation at home until the results of the diagnostic tests are available, as referred to in the Early Detection, Surveillance and Control Strategy for COVID-19. If the case is confirmed, the student must not go to the centre and must remain at home in isolation until 3 days after the end of the clinical symptoms and a minimum of 10 days from the start of the symptoms. He/she will not return to his/her normal academic activity until indicated by the health authorities. In addition, the tutor must be informed and classes may be followed remotely.

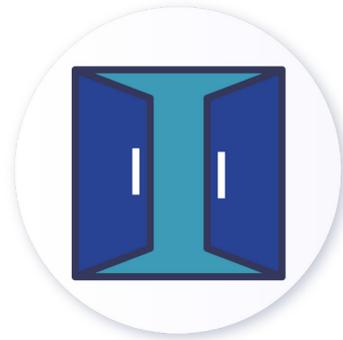
COVID-19 CASE MANAGEMENT

When the diagnosis of COVID-19 is confirmed, it must be communicated to the "COVID officer of ESIC". A follow-up of contacts from the confirmed case will be carried out to determine which other students and other members of the university community have recently been in close contact, that is, less than 2 metres away for more than 15 minutes, without a mask and within a period of 48 hours prior to the onset of symptoms from the confirmed case. Once these people have been detected, they will be informed that they will have to be quarantined in their place of residence and, therefore, they will have to stop attending face-to-face academic activities, whether these are carried out at the university or outside it, until they have exceeded the period set by the health authorities.

At the request of their GPs, students who have been identified as close contacts will be asked to undergo a PCR test, as set out in the protocols established by the public health authorities in each autonomous community. The main objective is to detect new positive cases early on when the contact is identified, in accordance with the provisions of the "Early Detection, Surveillance and Control Strategy for COVID-19", and any adaptations that may be made to it. Symptom surveillance and close contact quarantine will be advised for 10 days after the last contact with a confirmed case as referred to in the Surveillance, Diagnostic and Monitoring Strategy. Active monitoring will be carried out according to the protocols of each autonomous community.

If the epidemiological situation allows, it is recommended that a **diagnostic test** be carried out 10 days after the last exposure to a confirmed case. The Autonomous Regions may consider carrying out diagnostic tests at another time of contact monitoring according to their strategy. If the diagnostic test is carried out at any time prior to 10 days after the last contact, quarantine must be complied with until day 10. **In any case, the quarantine will end 10 days after the date of the last contact.**

CLEANLINESS AND VENTILATION



VENTILATION

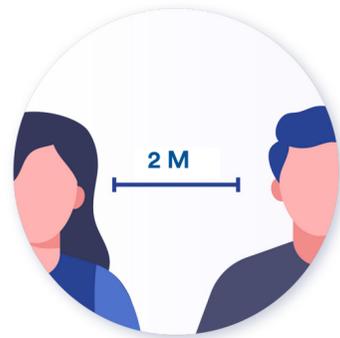
The ventilation of all the rooms in the Centre will be intensified (10 or 15 minutes at the beginning and end of each class). Windows will be kept open as long as possible.



CLEANING

The cleaning service will be reinforced throughout the day.

ORGANISATION OF THE CENTRE TO FACILITATE COMPLIANCE WITH THE RECOMMENDED MEASURES



SOCIAL DISTANCING

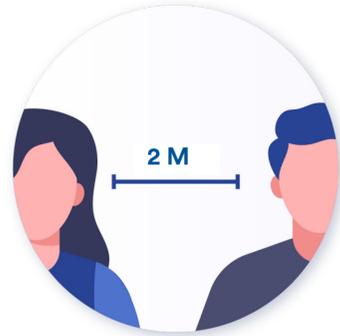
Keep a distance of at least 2 m between yourself and others.



STAGGERED ENTRY AND EXIT

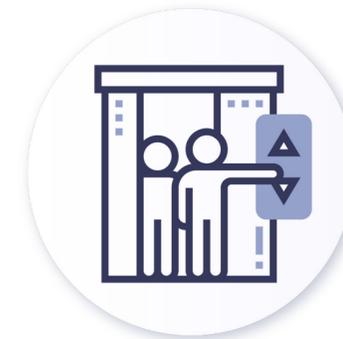
To avoid crowding, it is recommended that entering and exiting both the building and the classrooms be orderly and staggered.

ORGANISATION OF THE CENTRE TO FACILITATE COMPLIANCE WITH THE RECOMMENDED MEASURES



MOVEMENT OF PEOPLE AND SPACE ALLOCATION

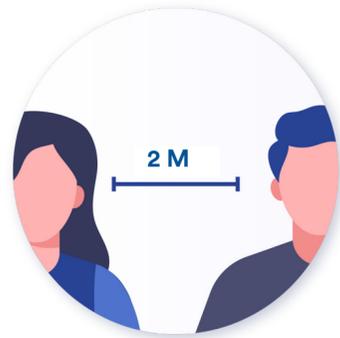
Respect the signage in order to maintain the recommended social-distancing.



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 2 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



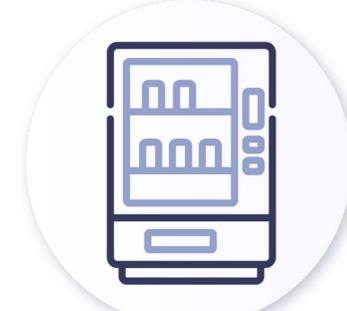
DO NOT SHARE MATERIALS

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



BUSINESS & MARKETING SCHOOL

Transforming people