

Les Roches

Academic Attendance:

Class suspension for a period of 15 days, from March 16th to March 29th, following the recommendations of the Spanish Ministry of Health and its representing body in the Junta de Andalucía

Faculty will be set as the point of contact for you and they will provide you the encouragement to keep learning as well as additional learning material about topics and chapters already delivered in previous face to face classes.

Faculty will share through Moodle additional academic material on topics already discussed in class. This will allow students to widen the theoretical context and have an extended learning experience.

Faculty will share new materials in preparation for future topics to help students review and absorb new content

Faculty will be available for all students and support them, if required, with academic issues and projects

Faculty, if applicable, will prepare forum discussions to create interactions between students and faculty

Additional exercises

Tutorials and personal discussions

Research for articles, case studies, videos and academic materials for student sharing

All students are required to check Moodle to receive further information from their Program Manager or Semester Coordinator

Campus resources of accommodation, board and student services and medical attention will remain operational for the community to ensure the wellbeing of students during these moments. Student will receive separate guidelines for these procedures.

Task force: Dedicated team in place on campus since the beginning of the Coronavirus epidemic:

- monitoring daily the situation and current developments with the support of public health experts within our partner International SOS, the global leader in the control of health risks and security worldwide
- taking the appropriate measures, including in application of new recommendations from WHO, Spanish health authorities and national authorities in which our campuses are located.

Hygiene and health on Campus: Reinforced hygiene and health precaution and controls for students, staff and faculty:

- awareness campaigns implemented to recall the precautionary measures that can protect individual and the community in the best way
- alcohol-based hand sanitizers and surgical masks at disposal on Campus. The usage of masks has different interpretations among nations, specialists and cultures. It is accepted on Campus.
- protocol in place in case of suspicion ensuring process from the authorities is followed and ensuring students are receiving proper care. It has already been activated with negative conclusions.
- hotline available 24/24 and 7/7 in case of fever or other suspicious symptoms.
- reinforced hygiene protocol in all our catering outlets
- all students requested to immediately notify the campus medical staff in the event they have symptoms
- From Thursday 5 March 2020, as an additional precautionary measure, we are implementing mandatory hand sanitising for all our community when entering our School buildings and Food and Beverage outlets
- We actively encourage, as recommended by the medical experts, to wash your hands frequently with soap and water, specifically after using the washroom, before and after eating your meals, and when returning to your bedroom, etc.

Cleaning process

- Our Housekeeping team have increased the cleaning across all our campuses, with particular attention to detail in public areas of high volume and usage
- Additional cleaning supplies in accommodation buildings to undertake any additional cleaning in personal rooms

Protocol upon arrival on campus

- all students, faculty, staff and visitors regardless of nationality and origin are seen upon arrival with a health questionnaire and temperature check
- any student showing symptoms and coming from an affected area is going through the protocol to handle suspicious case
- any faculty, staff or visitors showing symptoms and coming from an affected area are refused access to campus
- acceptance of students coming from Wuhan City and Hubei province differed. Students from this region or who have recently travelled to this region have been asked not to travel to campus until the official advice changes
- A specific health check has been done on March 8th and 9th for all students in regards to Italy quarantine.

All Food and Beverage Outlets

As of Tuesday March 10th, we have enhanced our precautionary practices in our outlets through:

- Disposable gloves mandatory for all service and kitchen teams
- Hourly hand washing for all preparation teams
- Deliveries strictly arriving in delivery areas only

- F&B staff will stand at the door of every outlet to ensure proper hand sanitation
- Tables will be prepared with cutlery and water glasses in advance
- All food at bars will be covered, removal of shared finger food such as peanuts. Bread will be individually wrapped and condiments and sauces will be individually portioned
- Reduced buffets that will be replenished more frequently and restriction of self service in buffet areas
- Disinfection of all tables between customer sittings
- Should any of our restaurants welcome external guests, a health questionnaire is systematically sent by email at the time of reservation. It must be returned 24 hours before confirmation.
- The campus reserves itself the possibility of cancellation.
- No menus to be given to guests. They will be verbally relayed or presented with a tablet cleaned after each use

Library

Your requested to sanitize your hands before consulting a magazine or a book

Mid Term Break 6 - 12 April 2020

- We take this opportunity to confirm that our campus will remain open as usual during the Mid Term Break.
- A special Food and Beverage offer will be available during this period.

Travel

- all student, faculty and staff are asked to suspend all travel to affected areas until further notice
- all students are also asked to limit non-essential travel and to consider carefully whether any travel outside of Spain is a necessity
- all students are required to not travel outside their local community this weekend nor in the coming weeks
- for students who have study trips as part of their programme: those field trips outside of Spain will be postponed and rearranged to a later date or alternative location, they received direct communications from their program managers

Events

- All large events on Campus involving external guests have been postponed as of March 5th until the end of March
- Events will be either rescheduled or the format will be changed to allow individual visits under our strict health and security protocol.
- All on-campus curricular and extra-curricular activities on campus are maintained as timetabled
- all students are required to not attend external events, parties, discos, bars or areas with large crowds

- all students are required to limit their movements outside of the campus to the minimum / essential
- We will continue to reassess according to latest developments

Internship

- for students who had internships or semester abroad in affected areas, alternatives were proposed to ensure continued academic journey

Ongoing recommendations

Keep a distance – for example: Keep a distance when queuing or waiting in line or at meetings

Wash hands thoroughly

Avoid shaking hands

Cough and sneeze into a tissue or the crook of the arm

If a student has a fever and is coughing, stay at home

Students should only go to the doctor or emergency/hospital once they have notified them *by phone*

Self-isolation / Self-quarantine

If a student has flu like symptoms such a cough and/or high temperature this may or may not be COVID-19 or If he/she has been in close contact (more than 15 minutes, less than 2 meters) with a confirmed case of Coronavirus, he/she needs to follow the steps below:

self-isolate and contact Student Welfare *by phone*

Telephone number: 952 764145

The student will be asked to stay in his/her room and will receive specific guidelines (separate for on-campus and off-campus students) and how we will be supporting him/her.

Curricular and Administrative incidence

Should a student have the need for quarantine or isolation, we will provide guidelines on how he/she can continue with his/her studies through our online platforms and be supported by the academic team.

Absences will be logged on to the system and will not be considered as unauthorised until 31 March 2020.

If a student is well, classes will continue on premises and he/she will continue to follow his/her Health and Hygiene measures that have been put into place over the past 1.5 month.

Coronavirus Information Point

- the Student Services Area is available for any question or any update required on the Coronavirus developments

Communications

- regular update to students and staff sent by email
- students are strongly advised to keep parents and sponsors informed
- dedicated internet page has been created to inform the larger campus community

Websites of reference for international and national situation updates:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.mscbs.gob.es/en/profesionales/saludPublica/ccayes/alertasActual/nCov-China/areas.html>

Further Inquiry

Please be assured of our support and dedication during this challenging time and do not hesitate to reach us for any further inquiry at: welfareinfo@lesroches.es