



**Geneva  
Business School®**  
*Real Business. Responsible Leaders.*

# GENEVA BUSINESS SCHOOL COVID-19 PROTOCOL

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Switzerland

**Spring 2022**

# GENERAL PROTOCOL

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1. Use the hand sanitizer in the lobby entrance.
2. Respect social distancing: maintain a minimum of 1.5 meters.
3. If you display any symptoms associated with COVID-19, urgently contact Student Services and do not come to campus. Go to your doctor and get a PCR test.
4. All classrooms have been equipped with air filters and purifiers.
5. If you require a vaccination, please ask Student Experience to arrange an appointment for you.

# PROTOCOL

## CLASSROOM – STUDENTS

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1. Maintain a minimum distance of 1.5 meters with your peers, faculty, and staff throughout the campus.
2. Face masks must be worn at all times while on campus, according to the Geneva State Council and the Federal Council. To find out more, please visit the [official Federal Council portal](#).
3. Personal hygiene is paramount. Frequent washing of hands. Hand sanitizer is available on campus. Washing with water and soap for 40 seconds is the most effective method.
4. Students must not share smartphones, laptops, pens, writing materials, etc.
5. When the class is over, please exit the classroom in an orderly manner. **DO NOT HANG AROUND** in the corridors. If you have a break between classes, please use the common areas.
6. Students who have symptoms associated with those of COVID-19 must urgently inform [gva-covid@gbsge.com](mailto:gva-covid@gbsge.com) and immediately leave the building and go home using private transport.

Once at home, please call your health insurance doctors to arrange a PCR test. Should the result be negative, the student can return to class providing they supply the results. Should the result be positive, the student must urgently contact Student Experience to activate the emergency protocol.

# PROTOCOL CLASSROOM – FACULTY

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1. Exercise personal civil responsibility: should you not feel well, please inform [gva-covid@gbgsge.com](mailto:gva-covid@gbgsge.com) and do not come to campus.
2. All necessary resources in the Classroom are set up so all you need to do is log in to your account.
3. Wear a face mask and/or face visor at all times.
4. Maintain the obligatory distance of 1.5 meters at all times.
5. Please take all your personal belongings with you.
6. Once the class is over, we would kindly request that you open the windows to ventilate the classroom prior to next lesson.
7. Should you have doubts about your health, or even that of a student, please inform [gva-covid@gbgsge.com](mailto:gva-covid@gbgsge.com) urgently.

# PROTOCOL STAFF

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1. The general protocol applies for all staff.
2. Always use the same workstation. Please do not switch stations.
3. Rooms have been set up using **the WHO regulations.**
4. Maintain a tidy workstation so that the cleaners can regularly disinfect it.

# PROTOCOL CLEANING (BETWEEN CLASSES)

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1. Ensure hand sanitizer & additional surgical face masks are available in each classroom.
2. Student workstations will be sanitized after every class.
3. Common areas will be sanitized once a day.
4. Bathrooms will be sanitized once a day.
5. Door handles, light switches, stair banisters, and elevators will be sanitized on a regular basis.

# PROTOCOL EXTERNAL VISITS

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1. For all external visitors, the general protocol applies.
2. Without prior authorization, general visits will not be permitted to tour the campus.
3. Meetings with external visitors should ONLY take place in the Meeting Room. Please reduce the number of attendees at a meeting (maximum 4 people). Use Google Meet, Zoom or similar platforms if more attendees are required.



# EMERGENCY COVID-19 PROTOCOL

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Monitoring and controlling the spread of infection is of paramount importance to our Campus Directors and thus the emergency protocol will be followed in any COVID-19 related cases:

1. Identify the circle of individuals whom he/she was working/studying with.
2. For students, Geneva Business School will request the student contact their health insurance for a PCR test.
3. Students/Staff/Faculty will need to share their PCR results with [gva-covid@gbsge.com](mailto:gva-covid@gbsge.com).
4. If the outbreak is controlled, the campus will operate as normal. Should the outbreak be uncontrollable, the campus will be closed and thoroughly disinfected according to the local Health Ministry regulations.