



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

GENEVA BUSINESS SCHOOL COVID-19 PROTOCOL

Spain

Fall 2021

GENERAL PROTOCOL

1. Use the disinfecting mat in the lobby entrance.
2. Disposable face masks are available for all at Reception.
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. If negative, Geneva Business School will suspend the emergency protocol.
4. If you require a vaccination, please ask Student Services to arrange an appointment for you.

PROTOCOL

CLASSROOM – STUDENTS

1. Mandatory use of your Geneva Business School card to access campus (only for Barcelona campus).
2. Face masks must be worn at all times while on campus.
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 who have symptoms associated with those of COVID-19 must urgently inform Student Services 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 Services to activate the emergency protocol.
5. Follow signage posted around the campus.

PROTOCOL CLASSROOM – FACULTY

1. As responsible leaders please exercise your personal civic responsibility. Should you not feel well, please inform your Academic Dean immediately and do not come to campus.

Barcelona campus | **Madrid campus**

2. Mandatory use of your Geneva Business School card to access campus (only for Barcelona campus).
3. All necessary resources in the Classroom will have been set up so all you need to do is log in to your account.
4. Wear a face mask at all times.
5. Please take all your personal belongings with you.
6. Should you have doubts about your health, or that of a student, please inform your campus immediately.

Barcelona campus | **Madrid campus**

PROTOCOL STAFF

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, Spanish Health Ministry and the Ministry of Universities regulations.
4. Maintain a tidy workstation so that the cleaners can regularly disinfect it.

PROTOCOL EXTERNAL VISITS

1. For all external visitors, the general protocol applies.

PROTOCOL CLEANING

(BETWEEN CLASSES)

1. Ensure that hand sanitizer is available in each classroom & masks are available at reception.
2. Common areas will be sanitized 2 to 3 times a day.
3. Bathrooms will be sanitized 2 to 3 times a day.
4. Door handles, light switches, stair banisters, and elevators will be sanitized on a regular basis.
5. AC controllers are automated. There is no need for faculty or staff to change the settings.

EMERGENCY COVID-19 PROTOCOL

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 staff and faculty, Geneva Business School will pay for a PCR test (through Sanitas).
3. For students, Geneva Business School will request the student contact their health insurance for a PCR test. Student Services can also help you make an appointment with Sanitas.
4. Students/Staff/Faculty will need to share their PCR results with the Academic staff and the Campus Director.

Barcelona campus | Madrid campus

5. If the outbreak is controlled, campus will operate as normal. Should the outbreak be uncontrollable, the campus will be closed and disinfected according to Local Health Ministry regulations.