



COVID-19 - STUDENT BUSINESS CONTINUITY PLAN (PRAE)

EM NORMANDIE BUSINESS SCHOOL

I. BACKGROUND

From 11 May, the French Government implemented a plan to gradually lift the lockdown to help its citizens and economic operators to start to return to business as usual, while ensuring that people remain safe in these unprecedented time. Since the health authorities were satisfied with the results, lockdown measures became increasingly flexible.

However, in recent weeks, the authorities have noted a steady increase in reported cases of COVID-19. As a result of this development, the Government has strengthened measures to prevent a second wave of the virus and a return to full lockdown.

On 27 August, the Government gave an update on the health situation in the country during a press conference, and set out the provisions that would apply in France from 1 September.

The School has produced a Student Business Recovery Plan (Plan de Reprise d'Activité Etudiants or PRAE) so that it can resume teaching in strict compliance with the relevant health conditions.

It highlights all "*documented procedures enabling it to recover and resume its activities, based on temporary measures implemented to meet usual business requirements following an incident*". 1 ISO 22301, Societal security – Business continuity management systems, Clause 8.4 Recovery

Therefore, the purpose of the Student Business Recovery Plan or PRAE is to outline how some or all teaching activities will be resumed on French campuses in the context of the COVID-19 health crisis. The plan sets out the conditions for campus access and teaching arrangements, to protect both employees in the course of their work and students returning to campus. The provisions are explained in detail in this document, but the main guidelines are as follows:

- **Wearing a mask is mandatory on all campuses.**
- **Strict compliance with preventive measures.**
- **Strict one metre social distancing from others.**

Please note that the terms and conditions for resuming our activities in this document are subject to amendment, in line with changes in the health situation and guidelines issued by the Government in the coming weeks. These guidelines will primarily be issued by MESRI (the French Ministry of Higher Education, Research and Innovation). Following any updates, this document will be amended and immediately sent to students.

II. IMPLEMENTATION OF THE PRA - GENERAL RULES

a. Measures taken to date

In response to the COVID-19 epidemic, from the very start of lockdown the School has taken measures to protect employees and students, while continuing its full teaching programme. Therefore all sites were closed, nearly all employees worked from home and teaching for all students was delivered remotely.

Following several weeks of closure, the Executive Committee and the Chair (Président) of the School agreed to resume some activities on its sites on a gradual basis, and to reopen campuses to students from 31 August.

A Business Recovery Plan (PRA) was drafted to support employees' return to sites, then amended as and when required. As campuses are now preparing for the return of students, a specific PRA has been drafted for students (the Student Business Recovery Plan or PRAE).

b. Recovery plan

This document has been sent to the School's General Management and shared with all students by e-mail. It sets out campus access conditions and measures that the School has taken to protect the health and safety of students.

The School has appointed a COVID-19 point of contact to coordinate the measures to be implemented and enforced. This person is also your first port of call should you have any questions.

Executive Secretary Daniel Choplet has been appointed as the COVID-19 point of contact.

Clélia JANVIER, Head of Internal Student Communications, is responsible for updating the Business Continuity Plan and shall deputise for **Mr. Choplet** as required.

Alexandre Osmont, Buildings and Facilities Manager, acts as the point of contact for technical staff, to organise buildings under the Business Recovery Plan (PRA).

Valérie Collange, Hub Director, is the point of contact for monitoring student absence. She is responsible for monitoring confirmed cases and contact with students, and will share this information with the crisis unit so that the necessary changes can be made to measures taken.

Campus directors are the main point of contact for students and shall assist Monsieur Osmont in applying the rules and implementing provisions on their sites.

Campus director contact details:

Le Havre: Isabelle DALLE Isabelle.idalle@em-normandie.fr

Caen: Khairredine MOUAKHAR kmouakhar@em-normandie.fr

Paris: M. Lotfi KAROUI karoui@em-normandie.fr

III. CAMPUS ACCESS RULES

All of the French campuses reopened on 17 August. Employees could access campuses from that date, and students could return from 31 August.

To protect the health and safety of those people accessing our sites, a number of measures have been implemented and are described below. Please note the following key measures: **Wearing a mask is mandatory on all campuses and at all times, and preventive measures must be strictly complied with.** These rules apply to employees, visiting professors, visitors and students.

a. Preventive measures

Employees required to visit any of the campuses in person must comply with preventive measures to protect themselves against the virus. These measures include:

Health guidance is clearly displayed on all sites and translated into English.

Please apply the following preventive measures



Wash your hands **often**



Cough or sneeze into **your elbow** or into a **tissue**



Throw disposable masks into the special **bin** provided



Use a **single-use** tissue, and dispose of it straightaway

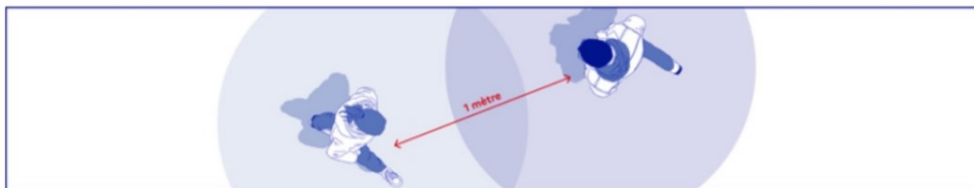


Do not shake hands, hug or kiss people when you greet them



Wear a mask at all times

Recommended social distance



b. On-site protective resources

In order to protect the health and safety of those on site, the following measures have been applied on all premises:

- **Masks compliant with French AFNOR standards must be worn** on campus at all times. Given that the virus is still in circulation, masks must always be worn in enclosed spaces, even when physical distancing rules are adhered to. Students must provide their own masks. Should they forget to bring a mask, they may be provided with a disposable one to use on a one-off basis.
- Wherever possible, **a one-metre physical distance should be maintained between people** who are next to one another or face-to-face. In enclosed spaces and particularly face-to-face learning spaces and libraries, a one-seat gap should be left between seated individuals. This distance rule does not apply when positioned one behind the other.
- Floor markings or signs clearly indicate the one-way systems.
- Classrooms and communal living areas are set up according to distancing rules.
- A number of signs are displayed on site in English and French to remind you of the health guidance and preventive measures to adhere to.
- Shared equipment (vending machines, coffee machines, microwaves, printers, etc.) is accessible and a cleaning kit is provided so that users can clean items before and after each use. The School is also ensuring that this equipment is cleaned on a regular basis.
- Water fountains are no longer in use and hand dryers have been replaced with disposable paper towels.
- Communal living areas are ventilated and cleaned regularly.
- The use of lifts is monitored. Conditions are specified on each site.
- Canteens are now open again and staff are following the health and safety rules governing their profession. (PRA specific notice)
- Gatherings should be avoided.
- All spaces are regularly ventilated. Ventilation may be mechanical or manual, and must be carried out at least twice a day, when no students are present, for 10-15 minutes at a time, in accordance with the relevant specific health guidance
- Contactless thermometers are available at reception on each site. In the event of a suspected case, clinical signs can therefore be checked quickly and easily and the necessary action taken. The employee must clean the thermometer after each use.

Please note that anyone not wearing a mask on campus will be reminded to do so. Should they refuse, they will be asked to leave campus immediately and sanctions will be applied.

c. Health of those on site

To protect the health of students, a health questionnaire can be found in Appendix 1. If preferred, the test can be completed online at: <https://maladiecoronavirus.fr/>

The purpose of both test formats is to help people self-diagnose before going on campus, so that they are aware of any clinical signs and can immediately take the necessary medical action. **This questionnaire must not be submitted to the School.**

If a person has symptoms (including fever of 38°C or more and/or cough, difficulty breathing, talking or swallowing, loss of taste and smell) while on campus, immediate action should be taken. This action is based on:

- isolation,
- protection,
- recognising serious symptoms.

The following procedure must then be followed:

1. Isolate the symptomatic person in the campus health centre and immediately apply the preventive measures, keeping a reasonable distance from them (at least one metre) and wear a "general public" mask or medical-grade mask if one is available.
2. Inform the campus director and/or the COVID point of contact who must comply with the above guidelines.
3. Assess serious symptoms
 - a. If the person does not have any serious symptoms, ask them to contact their GP for medical advice. If it is confirmed that symptoms are not serious, arrange travel home for the person, avoiding public transport.
 - b. If the person presents with serious symptoms (e.g. respiratory distress), call the emergency health service by dialing 15 (remain close enough to the person to allow the doctor to speak to them if required). If the emergency health service (15) decides to send help, make arrangements for their arrival, stay close (keep a distance of at least 1 m) to the person to monitor them until the emergency services arrive.
4. Once the person is being looked after, contact the Regional Health Agency and follow their instructions, including cleaning and disinfecting the work area, and monitoring people who have been in contact with the patient.
5. If COVID is confirmed, those responsible for contact tracing at level 1 and 2 (the doctor managing the case and French health insurance body platforms) shall identify and manage people who have been in contact with the patient. Cases of contact deemed "at risk" according to the definition of Santé publique France (the French Public Health Agency) will be taken care of and the person concerned quarantined (for 14 days from the date of the last contact with the confirmed case).

It may take several days to receive the results of the screening test. During this period, the student is not permitted to return to the campus, but they can join classes from home. **Once fully recovered, they may return to campus.**

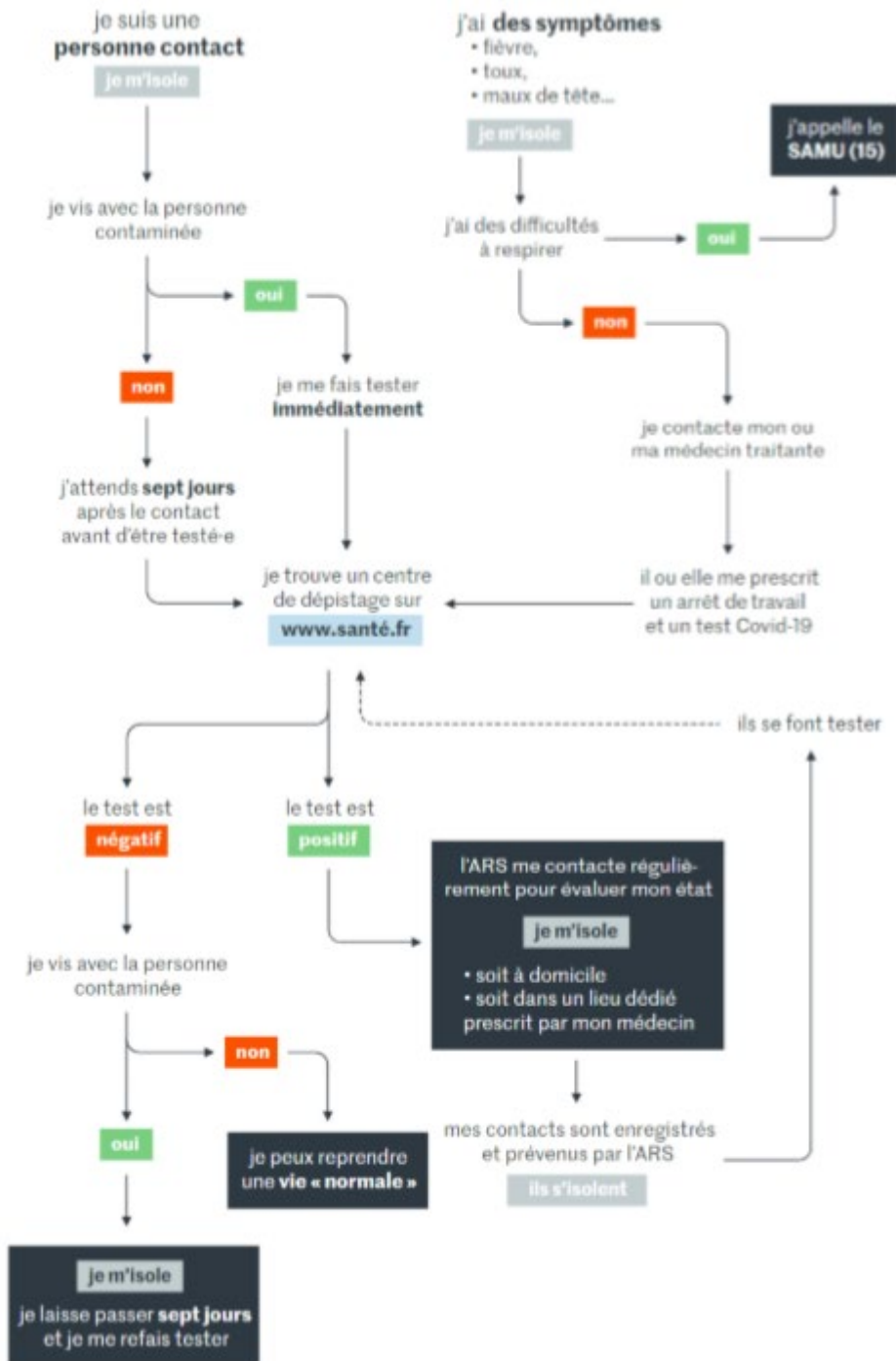
Students with one of the chronic illnesses listed are not permitted to access the campus. They must join all classes remotely. They must inform the Disability Support and Inclusion Service who will notify the HUB

d. Procedure in cases of contact

Students who have had contact with someone who has tested positive for the virus must:

1. Complete the online form according to the instructions sent on 5 October 2020 immediately
2. Not return to campus if they are offsite, or leave campus if they are onsite
3. Arrange to have a test as soon as possible
 - Students are not permitted on campus whilst awaiting test results. They must take classes remotely via the Moodle platform. They will be excused from attending face-to-face classes.
 - If they test negative, they can return to campus for classes. Disciplinary action may be taken against any student who does not comply with this process.
 - If students test positive, they must remain at home for 7 days. If they feel well enough, they can attend classes remotely via Moodle.

Here is the procedure issued by the French Public Health Agency regarding the timeline for screening tests:



e. Case tracking

In order to track both contact and confirmed cases accurately, the HUB and HR shall keep records. An online form has been made available. Student "contact cases" and "confirmed cases" must be declared via this form. This information will be shared with members of the crisis unit. The purpose of this is to identify and provide targeted tracking of affected people. We may also use these records to share information with the competent authorities and take the necessary measures.

f. Screening programmes

The Local Education Authority and Normandy's Regional Health Agency have created designated COVID testing centres in the three Norman university areas of Caen, Rouen and Le Havre. Five sites have been set up at the University of Caen's five campuses (Campuses 1-5), while there will be three sites at the University of Le Havre (Lebon, Frissard and Caucriauville). The screening programme is due to be launched on 7 September, and will last three to four weeks. Testing will be rotated between campuses so that testing laboratories are not overwhelmed.

Screening is recommended but is not mandatory. However, the School supports the initiative, and will endeavour to circulate any information to students as soon as it is received.

The School will also provide students on the Paris campuses with information on locations for mass screening programmes which they can attend.

g. Cleaning of premises

All necessary cleaning procedures are being followed, in the interest of health and safety. A cleaning plan has been drawn up with items to be cleaned and cleaning frequency. It is adapted depending on how many people are accessing the premises.

- Freely accessible shared equipment is cleaned regularly, and products are made available so that each user can disinfect the equipment before and after use.
- Toilets are cleaned regularly (at least twice a day). This frequency is revised based on how many people are on-site. Soap and hand towel levels are checked.
- Stair rails, door handles and lift buttons are regularly disinfected.
- The premises must be regularly ventilated to allow the air to circulate.

Each campus has a single collection point to dispose of single-use tissues. This bin is emptied by the cleaning service provider, who takes all necessary measures to remove it from the site (doubled-up bin bags).

h. Student association events

Students may wish to organise on-campus student association events. In this case, they should work with the Associations and Campus Life department contact for their campus, and bear in mind the following points when organising the event, to protect the health and safety of participants.

- Everybody must wear a mask
- Preventive measures must be complied with (distance, hand washing)
- Premises must be ventilated regularly
- A list of people present must be kept to trace potential contact cases
- Premises must be cleaned after use
- Hand sanitiser must be provided
- Food must be provided in bags
- Drinks should not be self-service; the cup must be held by the guest, and the drink poured by "a waiter."

Disciplinary action may be taken against any students who organise events and fail to comply with the above rules.

IV. TEACHING ARRANGEMENTS

On 11 June 2020, the Ministry of Higher Education, Research and Innovation (Ministère de l'Enseignement Supérieur, de la Recherche et de l'Innovation) asked French higher education institutions to work on a hybrid teaching system, combining distance and face-to-face learning for the start of the 2020 academic year.

To continue to provide high-quality teaching programmes whilst adhering to health guidance and social distancing rules, EM Normandie Business School offers multimodal teaching methods that can be adapted to different situations depending on class sizes, and guarantee everybody's safety by complying with the required social distancing measures.

a. Classes

The teacher and students are required to wear a mask throughout the lesson. The teacher also ensures that everyone in the room wears one and that they comply with social distancing measures.

If a student does not comply with the guidance (i.e. wearing a mask and social distancing), the teacher asks them to follow the rules. Should they refuse, the teacher may ask them to leave the campus.

b. Managing absence

The health situation requires the School to implement exceptional measures for managing absence.

Therefore, any student with symptoms or having had contact with a COVID patient must record this on the online form and take a screening test

They will take classes remotely on Moodle whilst they are unable to attend campus even if they were registered in a face-to-face group.

They will provide evidence to justify their absence whilst they are taking classes remotely.

c. End-of-semester exams

Any student who does not attend an end-of-semester exam in person (due to absence for a COVID test or COVID 14-day quarantine) must resit. This approach is similar to that applied to any absence due to illness or for another reason. No exceptions shall be made.

V. APPENDICES

APPENDIX 1 SELF-DIAGNOSIS

To protect the health of our employees as we resume our activities, please find below the employee health questionnaire to answer in respect of your own health.

The questionnaire should not be submitted to the employer.

However, on arrival at the campus you will be asked if you have any of the symptoms below.

If you answer yes to any of them, you will be asked to immediately contact your GP or the emergency health service (15).

Where required, you should not return to your desk/work area without having completed these tasks.

- Have you had a fever or high temperature over the past few days (hot and cold, sweating)?
- Have you felt achy?
- Over the past few days, have you developed a cough or has your usual cough worsened?
- Over the past few days, have you partially or entirely lost your sense of taste or smell?
- Over the past few days, have you had a sore throat?
- Have you had diarrhoea in the past 24 hours? (At least three loose stools)
- Have you been unusually tired over the past few days?
- Over the past 24 hours, have you been unusually breathless when you speak or following mild exertion?

APPENDIX 2
COVID-19: HIGH-RISK STUDENTS
Information note

Please note:

Vulnerable people at risk of developing a severe form of the virus may ask their GP or local doctor for a sick note, which allows them to be excused from classes. Such people include:

- Anyone suffering from a progressive cancer and receiving treatment (hormone therapy);
- Anyone with a congenital or acquired immunosuppression:
- due to medication (chemotherapy to treat cancer, treatment with immunosuppressants, biotherapy and corticosteroid therapy at an immunosuppressant dose),
- Anyone with HIV which is not monitored or with a CD4 count of below 200/mm³,
- Anyone who has just has a solid organ transplant or a haematopoietic stem cells transplant,
- Anyone undergoing treatment for a haematological malignancy;
- Anyone aged 65 or over with diabetes linked to obesity or to microvascular or macrovascular complications;
- Anyone with severe chronic kidney failure or on dialysis.

The people listed must remain at home. Your GP must issue a certificate which must be sent to the HUB.