



CONTINGENCY PLAN CORONAVIRUS (COVID-19)

21st of January 2021

GBSB Global Business School



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1. SITUATION

The new Coronavirus, designated 2019-nCoV (COVID-19) is spreading throughout the world. COVID-19 is an emerging infectious disease, originated in the Chinese city of Wuhan with the earliest cases dated back to December 2019. While the source of infection remains unknown, the majority of these earlier cases have been linked to a food and live animal market in Wuhan. Ever since, the outbreak has become an epidemic, with cases confirmed in over 90 countries, Spain included.

The Emergency Committee convened by the World Health Organization (WHO) has declared the novel virus a Public Health Emergency of International Concern, under the scope of the International Health Regulations (IHR). According to the European Centre for Disease Prevention and Control (ECDC), the potential impact of COVID-19 is high, with the virus' continuous and global propagation deemed probable. Infection takes place by human-to-human transmission, by direct or indirect contact via respiratory droplets. Upon contact with the virus, most people will develop light symptoms; the probability of more severe complications is bigger in elder segments of the population or in people with a history of chronic illnesses.

Infected people may experience signs and symptoms similar to a common flu, including fever, dry cough, tiredness and difficulty breathing. Some people may still feel pain, congestion and / or runny nose, sore throat or diarrhea. In more severe cases, the situations can progress to pneumonia with acute respiratory failure, kidney and other organ failure, and eventual death.

Bearing this mind, it is essential for institutions, organisations, services and for society in general to be prepared to provide an effective and assertive answer. The development of activities shall be proportional to the risk level defined by reference institutions. Contingency plans are crucial guidelines regarding what measures to take in order to both protect the entire academic community and to guarantee the quality of the teaching and learning process. The strategy to follow shall keep into account an alignment with the World Health Organization (WHO), as well as with the Spanish Ministry of Health. It will also include the specific recommendations from the Catalan Government, its Health Department and Catalan University System (SUC).

In the light of current risk, **GBSB Global Business School** has elaborated the following contingency plan and continues to closely follow the Coronavirus Disease. The application of the plan is to be dynamic and changeable in accordance with new information provided by the Health and Education authorities in Spain, which may lead to new measures and result in the plan's update.

2. GOALS OF THE CONTINGENCY PLAN

1. To determine the needs and resources for an effective response proportional to the risk level;
2. To communicate and make known any reliable and updated information to GBSB Global community;
3. To implement primary prevention measures, suitable to any current risk level;
4. To detect any illness cases and their respective contacts, making way for a responsive connection to the appropriate health services;
5. To ensure a coordinate response with other institutions and organisations;
6. To ensure the continuity of GBSB Global teaching and learning process;
7. To minimize the impact of the pandemic.

3. IMPLEMENTATION OF THE CONTINGENCY PLAN

This contingency plan has been designed around four operating areas focused on GBSB Global community:

- Health protection and safety measures
- Infrastructures and facilities
- Teaching and learning process
- Internal and external communication

Once the plan is activated, members of the academic community (students, teachers and staff) are obliged to comply with it strictly, carrying out the measures contained therein with awareness and responsibility, respecting the guidelines given to them and adopting individual behaviours that do not put at risk their own health or that of others.

Students will be of primary concern to GBSB Global and their safety will be a priority.

3.1. GENERAL PREVENTION MEASURES RECOMMENDED BY HEALTH ORGANIZATIONS

GBSB Global community shall follow these recommendations:

- Wash your hands frequently with soap and water, scrubbing them rigorously for at least 20 seconds especially whenever you blow, sneeze or cough and after direct contact with sick people;
- Reinforce hand washing before and after contact with food, after using the toilet and upon contact with any surfaces at public locations (door handles, elevator buttons, public transports, etc.);
- Avoid bringing your hands to your mouth, nose or eyes, as your hands can be routes of transmission of the virus;
- For an alternative hand hygiene, use an antiseptic alcohol-based solution (ABS) or hand sanitizer gel;
- Adopt respiratory etiquette measures, such as covering your nose and mouth when you sneeze or cough with a tissue or your arm (never with your hands), and throw the tissue in the trash immediately after use, washing your hands then;
- Promote social distancing, namely by not staying in mass gatherings in contained spaces, if not by absolute need (except for teaching and professional activities);
- Avoid close contact with people with respiratory infections and, if you have one, use a mask and gloves;
- Avoid typical socializing greetings;
- Frequently clean contact surfaces and equipment (keyboard, desk, mobile phone, etc.);
- **Wearing masks is compulsory in Spain** both indoors and out in public if social distancing is not possible.

3.2. SAFETY MEASURES ON CAMPUS

For GBSB Global it is essential to plan the occupation levels for each campus in order to reduce the number of the students attending presential classes at the same time, and maintaining a safe distance recommended by the authorities. On the other hand, given that the virus, under ideal conditions, may remain active on surfaces for a few days, it is crucial that surfaces are frequently and properly cleaned and disinfected. To achieve these objectives, GBSB Global has set the following measures:

- According to the health authorities, the distance between students must be at least 1,5 metres, so **only one student per table** will be allowed in classrooms.
- The use of masks is compulsory, especially when it is impossible to maintain the safe distance of at least 1,5 metres. **Access to school will not be possible without a mask.**
- People who have a respiratory illness or another health issue or disability that makes wearing a mask impossible are exempt. For the exemption, they should present **an official certificate issued by a Spanish doctor.**
- Surface cleaning and disinfecting measures have been reinforced.
- ABS antiseptic solutions or hand sanitizer gel are available at the entrance/exit of buildings, in other areas with greater people gatherings.
- Air purifiers have been installed.
- Surface alcoholic sprays have been provided.
- Thermal camara has been installed at the school's reception and everyone entering the school must use it.
- Facilities will never lack the following items: water and liquid soap, paper towels, waste bins placed in strategic locations, and appropriate detergents and disinfectants.

GBSB Global staff will be responsible for the following tasks and actions:

- Ensure contact with health authorities and define, at each moment, the alert level regarding the situation in each school campus.
- Notify the authorities whenever the school's staff becomes aware of the existence of a suspicious case of contamination and support the suspected or confirmed cases.
- Maintain permanent contact with anyone who is quarantined in the temporary isolation.
- Decide on temporary, partial or total closure of facilities for cleaning / decontamination purposes, or for other protection and prevention reasons.
- Guarantee the good conditions of the classrooms and school facilities and ensure their cleaning or disinfection.
- Ensure the purchase of protective equipment and arranging for its distribution to school structures.
- Provide any clarifications on the Contingency Plan requested by the members of the school.
- Post the Contingency Plan, and other information available, in public places of the facilities.
- Provide the continuity of GBSB Global student services and of communications with staff members, students, and families.

3.3. PROCEDURE FOR DEALING WITH SUSPECTED CASES OF COVID-19

General recommendations

Any person with signs of the disease or symptoms (fever, cough or difficulty breathing) should stay at home, reduce social contacts and should not go to hospital or to any health centre. They should call the number **112**, emergency number in Spain, for severe symptoms or the number of the Catalan Health Service – **061** – for mild symptoms and follow their instructions. It is a service that covers the entire Catalan region 24 hours a day and 365 days a year, and it is free.

If a member of the academic community traveled to affected areas for which the authorities require **mandatory quarantine**, they should stay isolated for two weeks. And if they show symptoms of respiratory disease, during or after the trip, they must stay at home, and call the number **112** for severe

symptoms or the number of the Catalan Health Service – **061** – for mild symptoms, informing about their health condition and health history, and about the travel, and follow the guidelines that may be indicated. *Students, faculty and staff should be aware of the risk of traveling to affected areas with growing number of cases.*

Instructions for the GBSB Global students

1. If you have any symptoms of the disease, you should stay at home, and inform the reception staff from GBSB Global (preferably by phone) about your case.
2. Call the number **112** if you have severe symptoms or the number of the Catalan Health Service – **061** – if you have mild symptoms and follow their instructions.
3. If confirmed as infected, inform the Academics Department by email about your case and present official medical documentation. The Academics Department will manage your absence from the classes and try to provide alternative learning process options. **Only official certificates from Spanish doctors will be accepted.**
4. If you have travelled to affected areas (without mandatory quarantine on your return to Spain), you should monitor your health (specially check if you have fever), and if you have any symptoms, stay at home, inform the reception staff from GBSB Global (preferably by phone) about it and call the number **112** if you have severe symptoms, or the number of the Catalan Health Service – **061** – if you have mild symptoms, and follow their instructions.
5. If you suspect that any of your classmates has symptoms, inform the reception staff at GBSB Global and they will recommend that the suspected case contacts the official health services and will follow up their situation.

GBSB Global intends to support students in case of Covid-19 as much as possible offering alternative teaching methods. However, any absences due to COVID-19 will only be valid upon presentation of official medical documentation.

Recommendations for the faculty

1. If you have any symptoms of the disease, please, stay safe, follow the general recommendations and then inform the Academics Department at GBSB Global so that they can manage the process of rescheduling and/or providing alternative classes to the students and inform the students accordingly.
2. If you perceive any student with symptoms in the classroom, please inform the reception staff at GBSB Global and they will handle the situation.

Instructions for GBSB Global members of staff

1. If any member of the school's community informs you that they have COVID-19 symptoms or they suspect that any member of the community has COVID-19 symptoms, try to have as little contact with the suspected case as possible, reconfirm with them their contact information (such as phone) and if they feel well, ask them to leave the school's facilities immediately.
2. If they don't feel well, ask them to isolate themselves in an empty classroom (never in common places, such as reception) and call the emergency service dialling the number **112**.

3. Inform the Campus Manager by email (xavier.batalla@staff.gbsb.global) about the case by detailing: date, time, name and surname of the student/faculty, their programme and schedule on that date and if they attended any classes (name of classes, faculty name). **Make sure the Campus Manager confirms the receipt of the email.**
4. The Campus Manager will contact the ill person by phone and will ask them which facilities they used and with whom from the school's community they had a close contact on that day.
5. The Campus Manager is responsible for following up the case including finding out if the COVID-19 has been confirmed and adopting all necessary safety measures.
6. The Campus Manager will contact the health authorities and will inform them about the situation and will strictly follow their instructions, including cancelling the classes, closing the school, etc.
7. The affected facilities will be cleaned following the corresponding protocols.

Important note: GBSB Global reserves the right not to allow access to its facilities or dismiss from the facilities any person showing such symptoms as fever, cough or difficulty breathing.

3.4. TEACHING AND LEARNING PROCESS

Due to national regulations, already mentioned above, GBSB Global will introduce new measures in order to both guarantee students' safety and fulfilling academic quality standards of its programs.

For large groups, semi-presential mode of studies will be implemented, i.e. the teaching body will combine presential and online methodologies and teaching activities that will be consistent with the syllabus and learning outcome of every course. This way, students will complete 100% of curriculum hours attending 50% of a course online, and 50% in class. Alternative measures regarding evaluation will also be considered.

In case of a complete lockdown in Spain or Catalonia region, and if the school must stay closed due to the national regulation from the Spanish Government and Health authorities, **GBSB Global can guarantee the continuity of the classes via online teaching modality.**

3.4.1. Video streaming system in the classrooms

In case a student tests positive for COVID-19, or he/she has been in contact with someone who tested positive and has to be quarantined, GBSB Global can offer streaming of presential classes via MS Teams. In each classroom, there is a camera installed and the classes can be transmitted in real time. The link to the class will be shared with those students who make such request, sending an official certificate from Spanish doctor. The link will be only for individual use for this student, who will attend it via MS Teams and his attendance to the class will be taken into account.

4. SOURCES OF PERMANENT INFORMATION

It is strongly recommended to consult only the official sources of information.

- Ministry of Health (Spain): <https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/home.htm>
- Catalan Government Health Department: <https://salutweb.gencat.cat/ca/inici/>
- World Health Organization: <http://www.who.int/en/>