

HEALTH PROTOCOL COVID-19



9 September 2020

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BACKGROUND

Since last February, the virus SARS-CoV-2 (COVID-19) has been having a serious impact on people's lives and on workplace organisation.

The **specific nature of higher educational establishments** (large number of learners, adults grouped together in confined spaces) require that, here too, measures be taken.

ESTP Paris is aware of the seriousness of the situation. The establishment must adapt the work and study conditions of its students and staff in order to continue to provide high-quality post-secondary education to 2800 learners (students and apprentices) as well as continuing education courses and research.

The ongoing risk posed by COVID-19 is clear, demonstrating a need for increased vigilance during the 2020-2021 academic year. Indeed, more and more contamination hotspots have been identified since the gradual lifting of lockdown. Given the rapid spread of the virus, it is essential to **be more vigilant** and to apply concrete measures in practice.

As the new academic year begins, the fight against the spread of COVID-19 is a priority for ESTP Paris. In line with general workplace health and safety principles, the establishment's activities must be organised in such a way as to be able to (in order of priority):

- evaluate the risk of exposure to the virus;
- implement preventative measures to eliminate or reduce risks at their source;
- reduce exposure that is not essential to the quality of work or study;
- prioritise collective protection measures;
- adopt the student- and staff- protection measures described in this protocol.

Remote learning, such as was used during lockdown, is not a substitute for face-to-face teaching. It is essential that learning activities, particularly tutorials, practical work and group projects, be organised differently so as to ensure the high-quality of our programmes is maintained. Some parts of lessons can be conducted remotely using new teaching methods: flipped classroom, blended synchronous and asynchronous learning etc.

As regards on-campus activities, these must be organised in such a way that the health guidelines set down in this protocol are strictly respected. The aim is that students can be present on campus in conditions that safeguard their health as well as that of the campus staff and teachers.

The health protocol is based on:

- the advice of the HCSP (Haut Conseil de la Santé Publique) of 20 August 2020, published on 25 August 2020;
- the provisions of Decree n° 2020-860 of 10 July 2020 setting out general measures for addressing the COVID-19 epidemic, along with its modifications, as described in Decree n° 2020-1096 of 28 August 2020;
- the national protocol for ensuring the health and safety of company staff during the COVID-19 epidemic, published by the Ministry of Labour, Insertion and Employment on 31 August 2020;
- the guideline document on preparations for the start of the 2020 academic year, which is aimed at MESRI (Ministry of Higher Education, Research and Innovation) operators and is dated 7 September 2020.

The protocol also draws on the latest known developments and the health guidelines that were applicable on the day of writing (9 September 2020). It may be updated as the situation develops.

ESTP Paris calls on its students and staff to adopt and promote the sense of collective responsibility needed to protect their and others' health on campus at ESTP Paris.

GENERAL ORGANISATION

Scope of the protocol

The organisational measures are such that the protocol can be applied to all contexts and spaces: the vicinity of the campus, offices, classrooms, waiting areas, corridors, toilets etc.

Everyone entering the campus, be they staff, students, teachers, visitors or contractors, regardless of their status, must comply with the rules laid down in this protocol.

COVID unit

The protocol has been produced under the responsibility of:

- Joël Cuny, General Director of ESTP Paris: 07 72 36 12 80 or jcuny@estp-paris.eu
- Thibault Sardent, Director of Premises, Operations and Security: 06 03 15 06 60 or tsardent@estp-paris.eu

Stéphane Gras, Safety, Security and Risk Prevention Manager, is **the ESTP Paris's COVID coordinator**. His role will consist in:

- centralising practical questions posed by ESTP Paris staff and users and offering guidance and up-to-date answers;
- immediately implementing the ESTP Paris's response strategy when the need arises (identification or suspicion of one or more COVID-19 cases).

Given that ESTP Paris has multiple sites, a COVID coordinator has been named for each campus.

Cachan Campus:	Stéphane Gras: 06 66 28 21 37 or sgras@estp-paris.eu
Paris Charras Campus:	Catherine Maillet: 07 52 65 35 51 or cmaillet@estp-paris.eu
Troyes Campus:	Hervé Guillermet-Poupart: 06 09 58 14 11 or hguillermet@estp-paris.eu
Dijon Campus:	Laurence Mangenot: 06 09 34 47 49 or lmangenot@estp-paris.eu

Each campus's COVID coordinator will ensure that the health protocol is implemented on their campus. He or she is the contact person for the staff working on that site.

- He or she is in charge of the health security of the ESTP Paris's staff.
- He or she will monitor compliance with the required barrier measures and the ESTP Paris's protocols.
- He or she is the primary contact person, working in collaboration with the ESTP Paris's Human Resources Department, for staff inquiries regarding health matters.



BARRIER MEASURES: INDIVIDUAL AND COLLECTIVE PROTECTION

Barrier measures must be implemented everywhere and by everyone – ESTP Paris students, instructors, contractors and staff. It is these individual prevention measures that are currently the most effective in preventing the spread of the virus.

The health guidelines governing all activities conducted on the ESTP Paris sites and premises will be based on the following rules and principles:

- Systematic application of **barrier measures**, in particular **frequent hand washing**, which requires an adequate supply of appropriate products and materials, in conformity with the applicable general health guidelines.

Hand washing is essential. It consists in washing all parts of the hands with soap and water for a minimum of 30 seconds. Where soap and/or water are unavailable, alcohol-based hand rub dispensers are provided.

- In confined spaces, **masks must be worn at all times and by everyone** (students, staff, teachers, lecturers). They must be kept on when speaking during lessons. Masks are compulsory everywhere, including when moving around the campus or premises. Offices occupied by one person are the only exception. Masks must cover the nose and mouth.

On this basis, all instructors, contractors and visitors must be wearing a mask on entering an ESTP Paris campus.

- **To the extent that it is possible, and bearing in mind the specific limitations of each campus, a physical distance between people (seated or standing) of at least 1 metre must be aimed for systematically** in confined spaces and, in particulier, in physical study or teaching areas and libraries. In all cases, everyone must strive to ensure this distance is maintained to the extent that this is possible, while avoiding, where possible, too negative an impact on the number of students that can be accommodated in a given space.

When the stipulated distancing cannot be achieved, in particular during practical work or because room capacity is limited, it is emphasised that masks must be worn and that this will be strictly monitored.

- **On an ESTP Paris site, but outside of buildings: masks must be worn systematically** and by everyone, except where this is incompatible with their activity (sport, eating etc.).
- **A distance of one metre between two people in no way exempts them from wearing masks.**
- **A strategy for managing the flow of people is in place** so as to reduce intermingling and congestion (particularly as people enter and leave classrooms and amphitheatres). The **grouping together of people should be limited** whenever possible.
 - Inside buildings, it is compulsory to walk in the direction indicated by special floor markings.
 - The specific rules applying to each building or laboratory must be respected.
 - Everyone is asked to avoid forming groups of people outside.
 - Owing to their size, lifts (elevators) are to be used by only 1 person at a time (this limit is indicated on the front of each lift).





COVID-19

TO PROTECT YOURSELF AND OTHERS AGAINST CORONAVIRUS



Wash your hands
very often



When coughing or
sneezing, cover your
mouth and nose with
your arm or use a
disposable tissue



Dispose of any
tissues you have
used



Avoid close contact
when greeting
people

 For further information 

[GOUVERNEMENT.FR/INFO- CORONAVIRUS](https://gouvernement.fr/info-coronavirus) **0 800 130 000**
(free call)



ORGANISATION OF TEACHING ACTIVITIES

Keeping students informed

The ESTP Paris's students are to be informed, in particular during start-of-year meetings, of the importance of complying with the health rules set out in this protocol, some of which may require changes to teaching arrangements (face-to-face or distance learning).

An adapted version of this health protocol will be sent to students electronically by the Directorate of Studies (students enrolled in initial post-secondary studies) or the Directorate of Continuing Education (students enrolled in the Mastère Spécialisé® or other on- or off-site courses). The document is to be explained at the beginning of each student's programme or programme year and, if possible, on arrival.

A list of student names will be produced. Students are to sign this document to certify that they have read and understood the measures described in the health protocol.

Sanctions

Any student that does not comply with the health protocol may be suspended from his or her programme and from ESTP Paris for 3 days. In the case of a second failure to comply, the student may be suspended for 1 month.

Organisation of teaching

It is recalled that face-to-face teaching is preferred whenever conditions allow for students to be accommodated safely.

Nonetheless, in order to help prevent the risk of COVID-19 infection and to limit the number of people grouped together in teaching spaces and public transport, blended teaching is encouraged.

Blended teaching involves the use of digital technology to provide a mixture of teaching formats. Digital tools are used to conduct online education: the sharing of content and activities that students can work on asynchronously and at their own pace.

As part of blended teaching, the use of synchronous activities via the platform Teams can also help to enrich the learning process.

The use of Teams for students' end-of-course oral project presentations, and for general teaching activities, is encouraged, particularly where they require the presence on campus of non-ESTP Paris examiners.

Blended learning at ESTP Paris is implemented under the responsibility of the programme managers with the support of the ESTP Paris's Teaching Innovation Department, which is on hand to assist teachers in building their blended programmes.

Classroom arrangements

Both students and teachers must wear masks in the classrooms, even when they remain a metre or more apart. Teachers are to check that their students comply with the ESTP Paris's health protection rules.

The maximum capacity of each room has been revised in line with the ESTP Paris's new health protection measures (updating of room occupancy rules). It is advisable to limit the number of times a given group of students changes room.

It is also advisable, where possible, to adjust teaching and meeting procedures to minimise the movement of occupants around the room.

Rooms must also be aired regularly (as a minimum, for at least 15 minutes every 3 hours).

Doors are to be left open whenever possible so as to avoid the need to touch the door handles.



Teaching and research laboratories

Practical work can be organised with the usual number of students. However, masks must be worn in addition to the usual protective equipment (gloves, lab coat, hair net etc.). All the required health precautions must be taken.

Laboratory-based teaching procedures are such that the 1 metre distance between participants cannot be guaranteed. It is important to conduct strict checks to ensure that masks are worn.

The equipment used for experiments must be disinfected between one practical session and the next.

The laboratory manager is responsible for putting in place the measures set out in the health protocol. He or she may delegate their implementation to the lab technician or teachers.

Disinfectant wipes, disinfectant spray and paper towels will be provided. It is advisable to have students play an active role in disinfecting the laboratory. It is recommended that practical sessions be shortened so that each group of students can clean their workstations and all the instruments they have used.

In the case of the topography laboratory, equipment is to be distributed to each student individually. An appropriately spaced-out waiting line will be indicated on the ground for the other students. The lab technician will systematically clean and disinfect the equipment each time it is returned to the laboratory. The supervisor on the ground will check that the equipment allocated to each student is used only by that student and not shared with anyone else.

IT rooms and language laboratories

The IT rooms and language laboratories are to be cleaned regularly in keeping with their timetable of occupancy.

Particular attention is to be paid to computer mice and keyboards.

Disinfectant wipes, disinfectant spray and paper towels are provided so as to allow students to disinfect the equipment at the beginning and end of sessions. Cleaning by students is in addition to cleaning by the cleaning company.

Open-access areas

Generally speaking, and except in the case of specific measures (see 'Specific measures for different campuses' section below), rooms will not be freely accessible to students.

This measure applies to classrooms and IT rooms, which must be locked at the end of each session.

Student club facilities

Provided that conditions are such as to allow for compliance with the health-protection measures set out above (physical distancing, the wearing of masks, disinfecting the shared equipment etc.), student clubs may use the rooms designated for their activities.

Student clubs are responsible for implementing the required health-protection measures in the areas provided for their use. They must report on the measures they have implemented to the campus COVID coordinator.

Student club activities

Student clubs may apply to the ESTP Paris's administrative team for permission to organise events. Where permission is granted, the events must be carried out under the control of the ESTP Paris's COVID coordinator. In all cases, the organisation and implementation of events must comply with the rules set out in this protocol. They must also comply with a specific protocol that depends on the scale of the event.



Gymnasium, sports hall and sports ground

Barrier measures must be implemented when practising sports in enclosed spaces (gymnasium) and outside (sports ground). It is recommended that specific physical distances be observed depending on the sport: 2 metres between participants for a 'dynamic' sports and activities (e.g. tennis, yoga and fitness), 10 metres for sports such as running and cycling, and 5 metres for moderate-intensity sports.

The communal changing rooms are closed.

Documentation centre

Those wishing to reserve books on the Cachan campus must do so by email. They should consult the documentation centre's catalogue.

Books will be distributed to readers individually at the documentation centre. They will be placed on a designated table. On return, books are to be placed in designated containers. The containers will be set aside for one week, after which the books will be made available to borrow once again.

Use of the toilets

Everyone is asked to carefully follow basic hygiene rules and to wash their hands with soap and water before and after using the toilets.

There must be no more than two people present in each block of toilets at any one time.

Cigarette and electronic cigarette breaks

Cigarette and electronic cigarette breaks are allowed on campus provided they are taken outside and not in the immediate vicinity of buildings (entrances, exits or windows). There must be a distance of over 1 metre (ideally 2 to 3 metres) between each person during cigarettes breaks.

Persons at high risk

Students who are at high risk may make themselves known to the campus COVID coordinator so that special measures can be implemented.



PROTOCOL ON MANAGING A PERSON WITH SYMPTOMS

This chapter sets out the procedures to be implemented when somebody (member of staff, student or teacher) shows symptoms of COVID-19. The procedures are based on the **'Report/Trace/Prevent and Protect'** strategy that must be implemented whenever symptoms are detected.

What to do in case of symptoms

The main symptoms are: coughing, sneezing, shortness of breath, sore throat, tiredness, digestive problems, feeling feverish etc.

Persons (students, staff and visitors) are forbidden to enter the campuses if they have symptoms of the virus (high temperature, cough, sneezing, shortness of breath etc.).

A person with symptoms must stay at home and consult a doctor. People must also stay at home if a member of their household has symptoms of COVID-19.

In case of COVID-19 -like symptoms, staff are asked to take their temperature before leaving their home. If the temperature is not within the normal range, they must under no circumstances come to work. They must inform their manager and the Human Resources Department.

Any staff member that develops symptoms must immediately inform the COVID coordinator.

Students are asked to inform the student administration services [*scolarité*].

The links below provide information on the nearest COVID-19 test sites:

<https://www.iledefrance.ars.sante.fr/covid-19-lieux-de-depistage-en-ile-de-france>

https://sante.fr/recherche/trouver/DepistageCOVID_19

What to do in the presence of a person who has tested positive or has likely COVID-19 symptoms

1. Isolate the person in an individual office or designated location. Wherever possible, keep at least 1 metre away from the person. Wear a mask for protection.
2. Ask the person to contact the doctor (GP) with which they are registered (*médecin traitant*), then arrange for him or her to go home. If the person does not have a GP, the French health service has provided a special phone number to help people who think they have COVID-19 to find a doctor when they cannot consult their GP: **09 72 72 99 09 (free service; calls charged at basic rate only)**. Lines are open 7 days a week from 8 a.m. to 7 p.m.
3. If the person shows signs of distress, called the SAMU Centre 15 (dial 15; ask for a workplace first aid and rescue agent – in French *a sauveteur secouriste du travail*).
4. Inform the COVID coordinator.
5. Find out who the person has had contact with. In the case of staff members, the Human Resources Department will ask the infected person – prior to his or her departure – for the names of the people with whom they have been in close contact. In the case of students and teachers, the student administration service will provide this information. Those who have been in contact with the infected person will be contacted individually by the services concerned. Staff who have had contact with the infected person will be required to work remotely.

The identity of the infected person is confidential and must be known only to authorised persons, the COVID-19 coordinator and/or Human Resources.

Concerning the infected person's friends and family, the doctor will ask him or her for the names of the people with whom he or she has had close contact. These people will then be contacted by the French health service.

6. The infected person's doctor (GP) will decide when he or she can return to work.



Definition of high-risk exposure by the French public health agency

“In order to be considered high risk, exposure must have been lengthy (15 minutes or more), face-to-face, unprotected, within 1 metre and within 48 hours prior to the appearance of symptoms. People who have been exposed to droplets (coughing or sneezing) from the infected person are also considered to have had contact with the infection, regardless of the amount of time they were exposed.

People encountered in communal areas, work colleagues with whom the infected person does not work directly, and the families of colleagues who do not present symptoms, are not considered to have had contact with the infection.”

Confirmed case

This is a person with or without symptoms, who has tested positive for SARS-CoV-2 using the RT-PCR test.

Contacts at risk

Anyone who has had direct contact with a confirmed case in one of the situations listed below and without the use of effective protection (surgical mask worn by the confirmed case or the contact, washable masks that comply with the AFNOR or equivalent standard worn by BOTH the infected person AND the contact, counter glass or another physical barrier, such as a window or plexiglass):

- a student or teacher in the same class or group;
- a student, teacher or other staff member:
 - who has shared the same living environment (accommodation etc.) with a person confirmed to have or likely to have COVID-19;
 - who has had direct face-to-face contact, within less than 1 metre, with an infected person, regardless of the duration (e.g. conversation, meal, date, hugs, kisses). Note that people merely encountered in public areas are not considered to be at risk;
 - who has provided or been provided with healthcare or acts of hygiene by a confirmed case;
 - who has shared with a confirmed case a confined space (office, meeting room, personal vehicle etc.) for at least 15 minutes, or who has been exposed face to face to several coughs or sneezes from a confirmed case.

Organisational impact of suspected or confirmed cases

The steps to take following the discovery of a confirmed case among students or staff will be decided by the COVID Coordinator and the General Director of ESTP Paris in collaboration with the health monitoring committee and the Regional Health Agency.

There are four possible levels of response that would modify the measures taken at the beginning of the academic year. In outline they are:

1. Face-to-face teaching continues but barrier measures are applied with greater vigilance.
2. Face-to-face lessons involving the confirmed case, if they are taught to a large group, are suspended. Instead the lessons are taught via blended or 100% remote learning (supervised work in small groups continues, and access to teaching spaces is limited).
3. All face-to-face teaching is suspended. The study areas and other student facilities are closed.
4. All in-person activities are suspended. The study, research and administrative spaces are closed (remote working).

ESTP Paris is implementing its business continuity plan using the above framework.



SPECIFIC MEASURES FOR THE DIFFERENT CAMPUSES

Cachan campus

Housing: all communal areas in the accommodation blocks will be cleaned each morning and disinfected at least once per day. When moving around the communal areas a mask must be worn and barrier measures applied.

Contractors: service providers who have contracts with ESTP Paris must comply with this health protocol at all times while they are on campus.

Paris Campus

- This health protocol has been included in the campus rules that are signed by students and sent to the companies where students intern on-or off-site.
- Alcohol hand rub and cleaning products are available in all communal areas, classrooms and offices.
- Where possible, start and break times have been staggered so as to reduce the number of people present simultaneously in communal areas.
- As the classrooms are not always big enough to ensure a distance of 1 m between each person, students may be able to have lunch in their classroom but the number of students present is not to exceed half the class and distance of 1 metre must be maintained between each person.
- The communal area in front of the coffee machine is reserved to people buying a drink: students are forbidden to linger or gather in this area.

Troyes campus

On the campuses in Troyes and Dijon, those using the documentation centres are required to disinfect their hands on entry. They will then select the book they need. On return, the book is to be disinfected by the student using disinfectant wipes that will be provided. It should then be returned to the person in charge.

The book will be set aside for one week before being made available again to users.

Dijon campus

Regarding use of the documentation centre, see the information provided in the 'Troyes campus' section above.

This health protocol is shared with the ESEO, an engineering school with which the Dijon campus shares its facilities.



COVID-19

TO PROTECT YOURSELF AND OTHERS FROM CORONAVIRUS



**Wash your hands
very often**



**When coughing or sneezing,
cover your mouth and nose
with your arm**



**Dispose of any tissues
you have used**



**IF YOU ARE SICK
Wear a face mask**



For further information

GOUVERNEMENT.FR/INFO-CORONAVIRUS

0 800 130 000

(free call)



COVID-19

HOW TO USE YOUR MASK CORRECTLY

How to put your mask on



Wash your
hands
thoroughly



Loop the elastic bands
behind
your ears

or



Tie the laces
at the back of
your head and neck



Pinch the rigid edge, if
it has one, onto your
nose, pull the mask
down below your chin
and avoid touching it
again

How to take your mask off



Wash your hands
and then remove the mask,
touching
only the laces
or elastic bands



After use,
put it in a
plastic bag and throw it
away

or



if it is made of
fabric, wash it at
60° for 30 mins



Wash your hands
thoroughly again

**Masks are an additional means of protection, and do not
replace barrier actions**



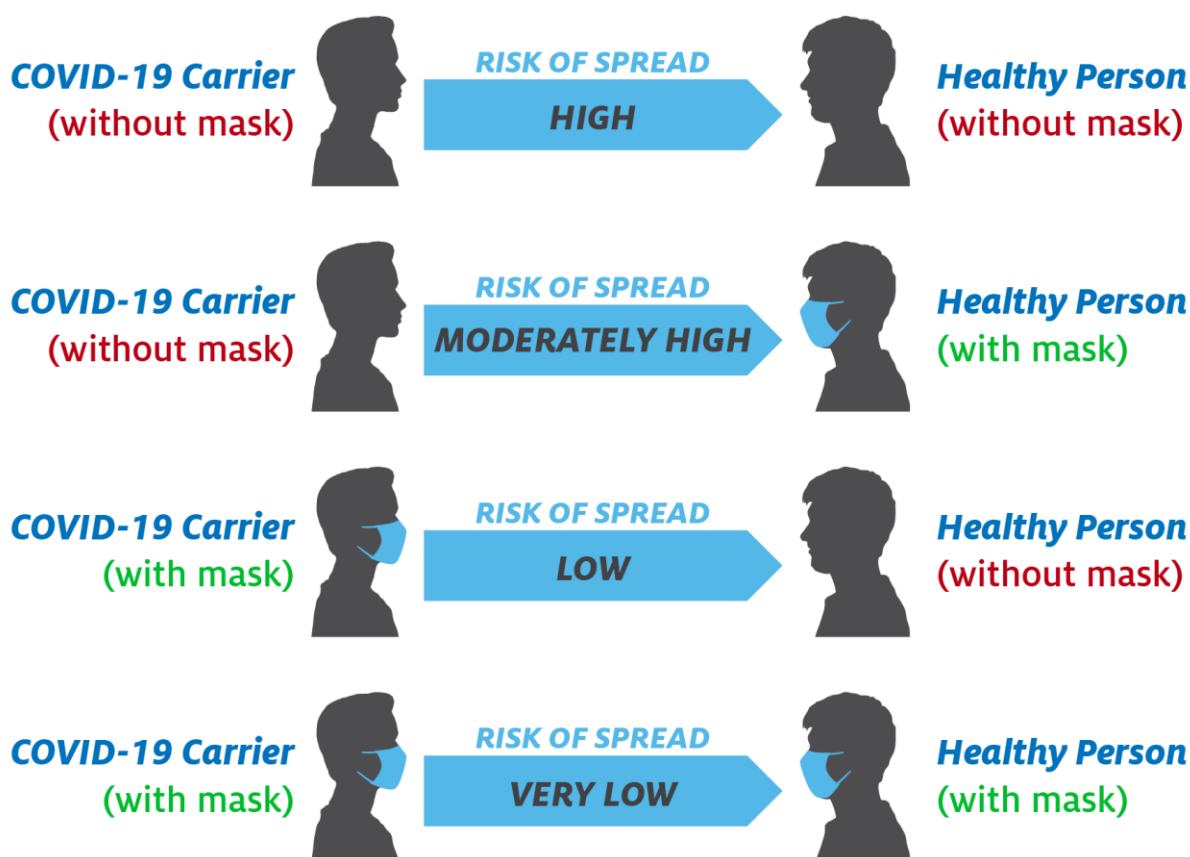
[GOUVERNEMENT.FR/INFO-CORONAVIRUS](https://gouvernement.fr/info-coronavirus)



+33 (0)800 130 000
(calls are free)



WEAR A MASK TO PROTECT YOURSELF AND OTHERS





COVID-19

CORONAVIRUS ALERT WHAT SHOULD SOMEONE DO AT ITS FIRST SIGNS?

The first signs of the illness are:



Cough



Fever

**In general, the illness gets better with rest.
However, if you feel these first signs:**



Stay home
and limit contact
with other people



Do not go directly
to your doctor, call them
first or contact the on-call
medical care number
for your region

Do you have questions about the coronavirus?

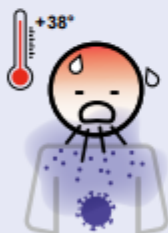


GOUVERNEMENT.FR/INFO-CORONAVIRUS
(INFORMATION IN FRENCH)



Coronavirus • Its symptoms • 3

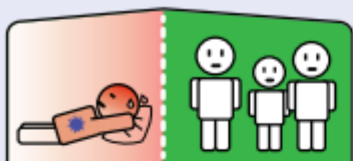
How do I know if I am sick?



If you have: a cough + fever



Lie down and rest.



Stay inside, limit contact with
your family as well as other people.



Call a healthcare or social professional
if necessary. Do not go directly to the
doctor, the hospital or the ER.



In general, the illness gets better
with rest.

Do you have questions about the Coronavirus?



gouvernement.fr/info-coronavirus



0 800 130 000
(toll-free)



Coronavirus • How to get better • 4

What should I do if I get sick?

For approximately 2 weeks:



Do not go outside. Do not go see your family or other people.



If you live with other people: if possible, stay away from them in order to protect them during the day, mealtime and always sleep alone. Wear a mask. Speak with a professional if you live in a group setting like a shelter.



Do not share everyday objects: blankets, dishes, towels, soap, telephone, etc.



Wash your hands often, with soap or hand sanitizing gel. Do not touch your face with your fingers (mouth, nose, eyes).

.../...



.../...

Coronavirus • How to get better • 4



Thoroughly wash and disinfect surfaces like: doorknobs, faucets, toilets, etc.



If necessary, and according to your situation and health, a physician may ask you to isolate yourself in a hotel room or get treatment in a temporary center for coronavirus. This will allow you to get better faster and protect your family.

Santé publique France - 23 mars 2020 - Réf. V61003-001-2003 - Anglais

Do you have questions about the Coronavirus?



gouvernement.fr/info-coronavirus



0 800 130 000
(toll-free)

Or contact a healthcare professional or an organization

ESTP

PARIS



L'ÉCOLE DES GRANDS PROJETS