



Health Protocol for Accessing IE University

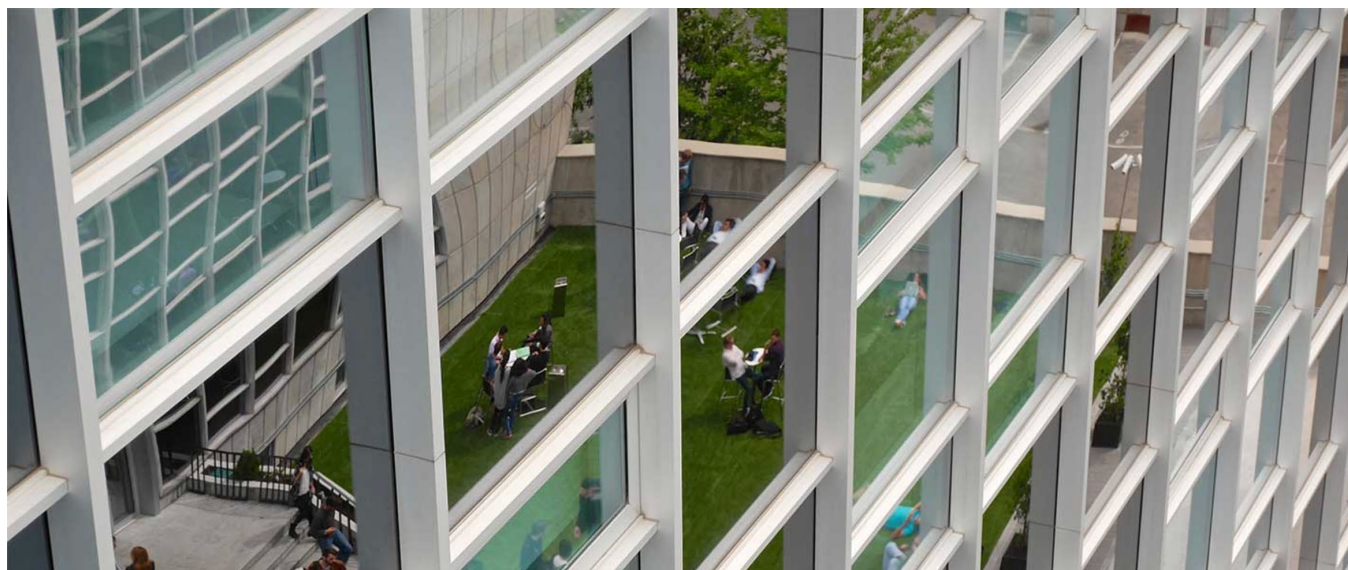
in September 2020



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Prepare for your return to campus.



Here are the steps you should take two weeks prior to your scheduled arrival to campus:

1. Register with the [COVID-19 Tracer Web App](#) and complete the serological questionnaire regarding your health.
2. Every day, complete the “Evaluation of Daily Symptoms” section on the COVID-19 Tracer Web App.
3. Seven to four days prior to arrival on campus, you will need to take an ELISA type antibody detection test (Annex 6) in a clinical analysis laboratory. Please remember that it could take several days to receive the results, so it is recommended that you consult the laboratory about timing.
4. You can do this test in your place of residence. You can also schedule a test via the COVID-19 Tracer Web App with the laboratory/center associated with IE University (Annex 2.)

To request a test at a location other than c/ Nuñez de Balboa 119 through IE services, you have the option to choose another center within Spain (see Annex 2) via the Web App upon completion of the serological questionnaire.

5. First day on campus. We ask that you arrive:
 - a. With your ELISA test results uploaded and validated on the COVID-19 Tracer Web App. Your results will be uploaded automatically if you have taken the test in one of the IE University associated centers.
 - b. With no symptoms, as reported on the Web App.
 - c. Wearing a mask, which is mandatory on campus. (Annex 3)
 - d. Ready to present your Health Passport, available on the COVID-19 Tracer Web App, at the entrance of the building. (Annex 6)

Guidelines for campus activity during 2020-2021



1. Mandatory serological test

All students are obligated to take an ELISA type antibody detection test before accessing the IE University campus at the start of the 2020-2021 academic year.

2. Self-assessment of compatible symptoms and daily record

The [COVID-19 Tracer Web App](#) includes a form with which users monitor their health and report COVID-19 compatible symptoms. All members of the IE community (students, professors, and staff,) must update this form every day in order to access campus.

When a “suspected case” of a student is detected on the COVID-19 Tracer Web App, the medical team will activate the protocol to monitoring the individual and follow up with his or her contacts, paying special attention to classmates and those close to the student.

This is the same procedure that the medical team follows in the suspected case of an IE University faculty or staff member.

3. Mandatory use of masks

All individuals who access IE University buildings must wear a protective mask at all times. While wearing a mask does not completely prevent the possibility of contagion, it does significantly reduce it, especially when everyone wears them.



4. Handwashing

Hand hygiene is among the most recommended and effective measures to prevent the spread of the epidemic and to minimize transmission of the SARS-CoV-2 virus and other infections. Hygiene recommendations must be followed inside and outside of IE University facilities. In this link you will find WHO recommendations: [Hand Hygiene WHO](#).

5. Physical distancing

From the epidemiological point of view, a concentration of people in a confined space is a risk factor for infectious disease, especially when the disease is transmitted by respiratory drops, as is the case with the SARS-CoV-2 virus. This is compounded by the fact that the disease can be transmitted by individuals who are asymptomatic or with very mild symptoms. Thus, it is recommended that individuals maintain a safe distance from one another, between greater than 1.5 meters, in order to reduce the risk of contagion.

6. Classroom entry and exit

Students must enter the classroom in an orderly manner and respect the minimum safety distance of 1.5 meters between themselves and their classmates, professors, and staff members. Crowds should be avoided and blocking entry and exits of the classroom is prohibited. Once in the classroom each student will remain in their seat and wait for the professor.

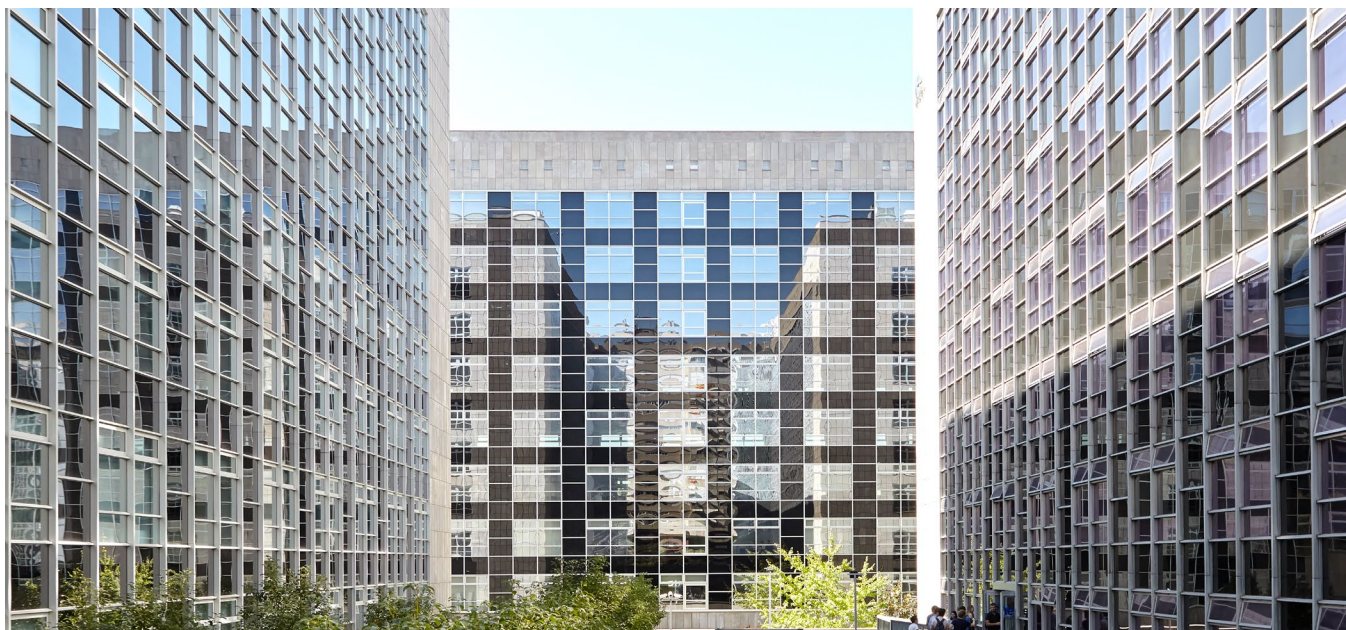
Professors will be the last to enter and the first to exist the classroom. Once the professor enters the classroom, no more students will be able to enter. If students have questions at the end of the class, these must be resolved online, via email or videoconferencing. At the end of the class, all tables -- those of the professor and the students -- must be cleared in order to facilitate room cleaning between classes.

7. Adherence to rules

All the rules of behavior described in this document are mandatory in order to guarantee the ethical commitment made by the entire IE community towards the health of others.

Health Protocol Update

Antigen Testing



In order to protect the health and wellbeing of our community and guarantee safety on our campus, we have reinforced our health protocol with measures that go beyond current health regulations.

Our strategy in managing the pandemic is based on the following:

1. Creating a safe environment on campus. We have adapted the infrastructure and academic activity to guarantee strict access control and a low population density.

2. Strict monitoring of hygiene and physical distancing rules on campus, including the mandatory use of a mask, all of which we count on you for your collaboration.

3. Early identification of possible COVID-19 cases in the IE community:

a. Anyone accessing campus for the first time must take a serological test. In addition, it is now also necessary to perform an antigen test. Both tests can be taken at the infirmaries on the Madrid and Segovia campuses. If you already have access to campus, there is no need for you to take an antigen test unless you have symptoms compatible with COVID-19, have been in close contact with a positive case, or have been exposed to a high-risk situation (see section c).

b. All members of the IE community must update the IE COVID-19 Tracer Web App every day regarding:

- Possible compatible symptoms
- Possible close contact with a COVID-19 case
- Possible exposure to high-risk event off campus

c. If someone reports having symptoms compatible with COVID-19, close contact with a COVID-19 case, or exposure to high-risk events, they will be asked to take an antigen test within 24 hours at the infirmary on the



Madrid or Segovia campus. If the test result is positive, the following individuals will be tested within the next 24 hours:

- close contacts identified by the epidemiological survey conducted by the medical team.
- casual contacts, specifically anyone who has shared an academic session with the infected person.

4. Monitoring the health of positive cases. The medical team monitors the evolution of positive cases while the IE University COVID Support Office (CSO) provides individual attention including alternative accommodation to the infected person, if necessary, to guarantee their isolation.

5. Generating awareness within the IE community in order to reinforce compliance with health measures off campus.

Proactive screening to detect asymptomatic cases

In order to preemptively identify positive cases, we will also periodically screen various class sections and/or areas of the campus with antigen tests. Our goal is to proactively detect, isolate, and provide the necessary medical attention to positive cases. The procedure will be as follows:

1. We will inform the students and professors in the chosen section or area about the screening. Students will receive an antigen appointment, to be taken at the campus infirmary, compatible with their academic schedule. During this time, the section's classes may be delivered exclusively online.
2. Upon evaluating the test results, we will confirm the date of return to campus and resumption of face-to-face classes. Students may need take a second antigen test at the campus infirmary the day prior to resuming face-to-face classes.

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ANNEX 1.
Interpreting
the test results.

Interpreting the test results.



a. Ongoing infection [IgM (+)]: You must remain in home self-isolation (as long as there are no contraindications) for 14 days and complete the “Previous 48 Activities” form on the [COVID-19 Tracer Web App](#). If you are traveling from outside Spain, you must postpone your travel arrangements until your doctor confirms that the infection is in remission.

A PCR test will be necessary to confirm or rule out infection.

b. No antibodies against the SARS-CoV-2 virus [IgM (-) / IgG (-)]: You can access the campus once the medical service has assessed your situation, with possible restrictions depending on your personal medical history. If necessary, you may be advised to take a RT-PCR test to rule out an early stage infection.

c. Infection has passed and is in remission [IgM (-) / IgG (+)]: You can access the IE University campus once the medical service has assessed your situation.

Please note that if you are traveling from outside Spain, some airlines may request that you take RT-PCR test.

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ANNEX 2.
Student guide for
the serological
test with IE
University
medical service.

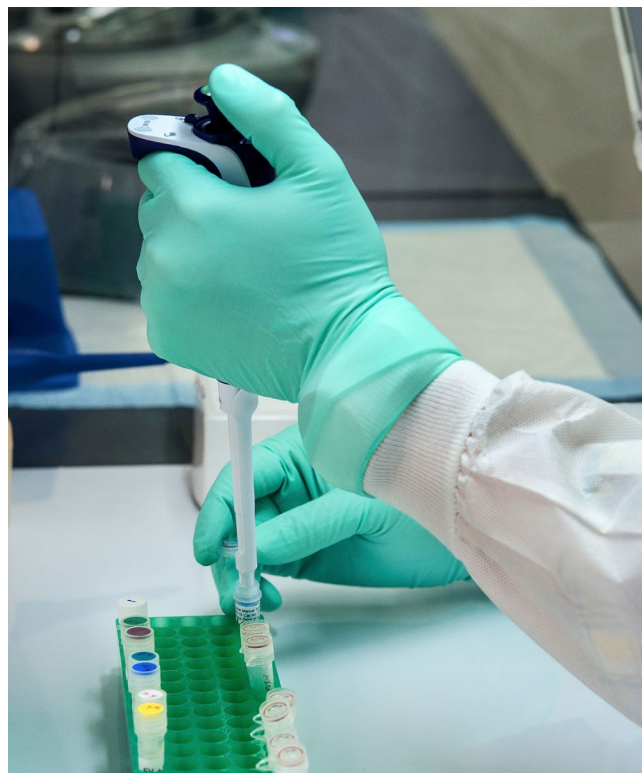
Student guide for the serological test with IE University medical service.



Once you have completed the serological questionnaire on the [COVID-19 Tracer Web App](#), you will be asked if you'd like schedule a test appointment. You will then be redirected to the appointment system of IE University's medical provider to schedule a date. If you do not request the appointment at this time, you can do so later by following these steps:

1. Access the [COVID-19 Tracer Web App](#)
2. In the menu, go to History / Diagnosis
3. Access the Evaluation section
4. In the Evaluation list, double click on your name. You will see the detail of your serological questionnaire.
5. In this window, on the right side you will see "Next steps" with the link to request an appointment.
6. Send an email to administracionie@preversalud.es from your IE University student e-mail and include your full name, telephone number, DNI, and the center where you prefer to perform the serological test in the below list of centers in Spain.

ANNEX 2. Student guide for the serological test with IE University medical service



Where to Take the Serological Test

You can request this test at the center associated with IE University located at c/ Nuñez de Balboa 119, Madrid. The cost of the test is €36.

If you prefer, you can also request the tests to be carried out at a center from the below list of associated laboratories, also at a cost of €36.

People who prefer to take the test in Segovia can do so at the Los Tilos Medical Center (Paseo de los Tilos s/n). The cost at this location is €52.

If you prefer to take the serological test in your country of origin, it should be an ELISA type antibody detection test. (Annex 6)

ANNEX 2. Student guide for the serological test with IE University medical service



Confirmation of Appointment

1. Once you have requested a serological test, you will receive an email from administracionie@preversalud.es with confirmation from the center where you will take the test as well as payment details.
2. Once you have submitted the payment, please send the receipt to administracionie@preversalud.es.
3. You will receive a voucher to bring with you when you take the test.

ANNEX 2. Student guide for the serological test with IE University medical service



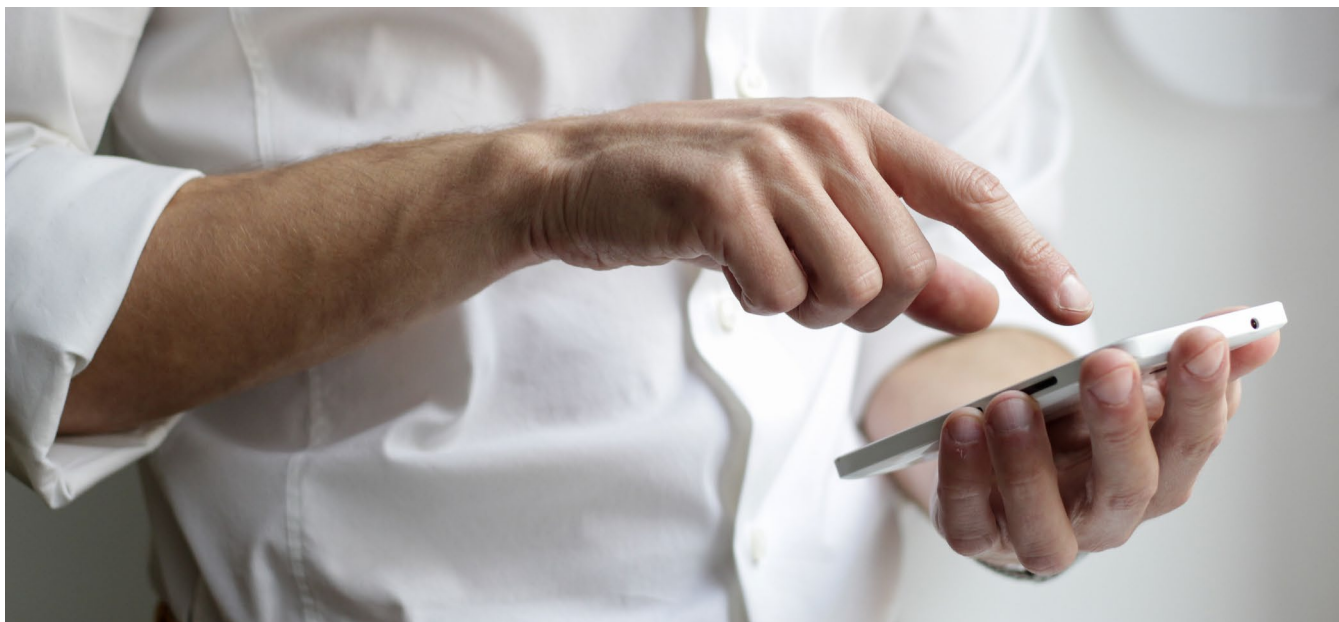
On the Day of Appointment

1. Please remember to:

- Wear a mask at all times.
- Bring your passport or other ID and a printed or digital copy of the voucher.
- For sanitary reasons, bring a pen to sign your test authorization.

2. Steps to follow:

- Address the entrance staff.
- Present your passport/NIE, appointment confirmation email, and voucher.
- Complete the form, provided by a nurse, which will include the following questions:
 - Do you currently have any symptoms that are compatible with COVID-19? (for example: fever, cough, shortness of breath, headache, sore throat, decreased sense of smell)
 - Since scheduling the appointment, have you experienced any symptoms that are compatible with COVID-19?
 - Since scheduling the appointment, have you been in contact with anyone who is either a diagnosed or suspected COVID-19 case?



After the Appointment

1. You will receive an email with your test results and recommendations based on those results.
2. You can consult your results directly on the laboratory website (www.eurofins-megalab.es) with your passport/ID information and the reference.

ANNEX 2. Student guide for the serological test with IE University medical service

List of Associated Laboratories.



CITY	ADDRESS	APPOINTMENT	SCHEDULE
A CORUÑA	C/ SAN ANDRES 122, 4º, 15003	Yes	
ALBACETE	C/ PÉREZ GALDÓS, 7-92003	Yes	Mon-Fri, 8:00-12:00
ASTURIAS	C/ MOROS, 2 1ºA, 33206	Yes	Aug 1-15: Mon-Fri, 8:00-13:00 Aug 16-31: Mon-Fri, 8:00-13:30 and 17:00-19:00
ASTURIAS	C/ URÍA, 44 PISO 7º, 33003	Yes	Mon-Fri, 8:00-13:30
ÁVILA	AVENIDA DE PORTUGAL, 375001	Yes	
BADAJOS	AVDA. SANTA MARINA, 9a, 6005	Yes	
BADAJOS	CTRA. DE LOS SANTOS, S/N 6300	Yes	
BARCELONA	RAMBLA DE CATALUNYA, 120, 8008	Yes	Mon-Fri, 8:00-14:30
BURGOS	C/ VITORIA, 23, 9004	Yes	Mon-Fri, 8:00-11:00
CACERES	RONDA DE SAN FRANCISCO, 1, 10002	Yes	
CACERES	C/ LA MERCED, 7, 10600	Yes	Mon-Fri, 8:00-12:00
CASTELLÓN	PLAZA CARDONA VIVES, 4 BAJO, 12001	Yes	
CÓRDOBA	C/ DOCE DE OCTUBRE, 9, 14001	Yes	Mon-Fri, 8:00-13:00
ESTEPONA	AVDA. ANDALUCÍA, 2, 29680	Yes	Mon-Fri, 8:00-13:30
FUERTEVENTURA	C/ SECUNDINO ALONSO 41, 1º, 35600	Yes	
GRANADA	C/ DR. OLORIZ, 15, 18012	Yes	Aug 1-15: Mon and Thurs 12:00-15:00 Tues, Wed, and Fri, 9:00-15:00 Aug 16-31: Mon-Fri, 9:00-15:00
HUELVA	PASEO DE LOS NARANJOS, 1, 21004	Yes	Mon-Fri, 12:00-15:00
LA PALMA	AVDA. DEL PUENTE, 31- 1º, 38700	Yes	
LANZAROTE	C/ MÉJICO, Nº 28, 35500	Yes	

ANNEX 2. Student guide for the serological test with IE University medical service

LAS PALMAS	AVDA. PRIMERO DE MAYO, 40, 35002	Yes	
LEÓN	C/ GRAN VÍA DE SAN MARCOS, 3 - 2º C, 24001	Yes	Mon-Fri, 8:00-13:00
LOGROÑO	C/ CALVO SOTELLO, 6, 26003	Yes	
LUGO	C/ OBISPO AGUIRRE, 22 BAJO, 27001	Yes	
MADRID	C/ VALDERRIBAS, 71, 28007	NO	Mon-Fri, 8:30-15:00
MADRID	C/ JORGE JUAN, 104. ENTRADA POR MAIQUEZ Nº 2, 28009	NO	Mon-Fri, 8:30-13:30
MADRID	C/ NÚÑEZ DE BALBOA, 119, 28006	NO	Mon-Fri, 8:30-13:30
MADRID	C/ ALFONSO XII, 42 - 1º, 28014	NO	Mon-Fri, 8:30-14:00
MADRID	C/ RÍO GUADIANA, 1, 28980	Yes	Mon, Wed, and Fri, 10.30- 11.30 Thurs 9.30-11.30
MADRID	C/ CAPITÁN ANGOSTO Y GÓMEZ DE CASTRILLÓN, 30 - 1º IZQ, 28300	Yes	Mon-Fri, 8:30-13:30
MURCIA	AVDA.PRINCIPE DE ASTURIAS 21-22 BAJO 30007	Yes	Mon-Fri, 8:00-14:00
PALENCIA	C/ LA PUEBLA, 8 BAJO, 34005	Yes	
PAMPLONA	AVDA BAYONA 24, 1ª, 31011	Yes	Mon-Fri, 8:30-13:30
PONTEVEDRA	C/ OLIVA, Nº 18 1º A, 36001	Yes	
SALAMANCA	C/ POLLO MARTÍN, 16, 37005	Yes	
SANTANDER	C/ CASTILLA, 10, 39002	Yes	Mon-Fri, 8:00-13:30
SANTIAGO	C/ Santo Domingo de la Calzada nº6 - 2ºC, 15701	Yes	
SEGOVIA	c/ DE LOS TILOS S/N	Yes	
SEVILLA	C/ JESÚS DEL GRAN PODER, 19 PORTAL 3 (ACCESO C/ PADRE TARÍN) 41002	Yes	Mon-Fri, 8.30-12:00 and 17:00-19.30
SEVILLA	AVENIDA RAMON CARANDE, 17 LOCAL, 41003	Yes	Mon-Fri, 8:00-14:00
TENERIFE	PLAZA IRENEO GONZÁLEZ, 9, 38002	Yes	
TOLEDO	PLAZA DE LA REPÚBLICA DOMINICANA, 3 BAJO, 45004	Yes	Mon-Fri, 8:00-13:00
VALENCIA	CARRER DE LEMPARRAT, 3, 46920	Yes	
VALENCIA	AVDA. BALEARES, 31, 46021	Yes	Closed
VALENCIA	HOSPITAL CASA DE SALUD, C/ Dr. Manuel Candela, 41, 46021	Yes	Mon-Fri, 9:00-15:00
VALLADOLID	C/ FIDEL RECIO, 1, 47002	Yes	
VIGO	C/ PRÍNCIPE Nº 33 3º E, 36202	Yes	
ZAMORA	C/ SANTA ANA, 2 BAJO, 49006	Yes	
ZARAGOZA	PASEO SAGASTA 12 ESC IZQ - 3º F-G 50006	Yes	Mon-Fri, 8:00-14:00 and 16:00-18:00 Closed Aug 17-30
ZARAGOZA	C/ ZURITA, 12 1º OFICINA 3ª, 50001	Yes	Mon-Fri, 7:45-11:00 Closed Aug 3-16

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ANNEX 3.

Additional information about face masks.

Additional information about face masks.

RECOMMENDATIONS FOR THE USE OF FACE MASKS			
*Source: Spanish Health Ministry			
WHAT	WHO	WHEN	WHY
Surgical or medical face mask (approved medical device)	People with COVID-19 symptoms or diagnosis [1,2]	When a person enters a room or is attended to at a distance of less than 2 meters.	Surgical masks reduce the release of respiratory droplets into the air, thus preventing the transmission of the virus to other people
	People who have been in close contact with someone diagnosed with COVID-19 in the last 14 days.	When they are with people they live with at home and if they have to go outside.	
	People looking after COVID-19 patients [3,4,5,6]	When looking after a patient at a distance of less than 2 meters. The patient should also wear a surgical mask.	Surgical masks have a barrier effect if used properly and are associated with preventive measures.
	Vulnerable people [people over 60, with high blood pressure, diabetes, cardiovascular disease, chronic lung disease, cancer, immunodeficiencies and pregnant women, as a precautionary principle].	When going outside or coming into contact with other people.	
Community or hygiene face masks (non-medical device, self-made or commercial)	Generally healthy population [not in contact with COVID-19 patients] [7, 8, 9, 10, 11]	When physical distancing measures cannot be maintained in situations such as commuting to work going shopping, or in enclosed spaces.	The use of hygiene masks may help to reduce transmission by people without symptoms or with mild symptoms, provided that this is combined with preventive measures.
		When using public transport.	
Mask not advised	Children under 3 years of age, people who have trouble breathing and people who have difficulty removing their mask without assistance [12, 13]	A mask should not be worn unless recommended by a healthcare professional.	For masks to have a barrier effect they must fit the face snugly and allow proper breathing. Precautions must also be taken to ensure that masks are used correctly.

ANNEX 3. Additional information about face masks.

1. Infection prevention and control protocol when dealing with patients with COVID-19 14.04.20: any patient with respiratory symptoms or a confirmed or probable case of COVID-19 should wear a surgical mask.

2. Protocol for dealing with COVID-19 at home 17.03.20: if the patient must use communal areas, a surgical mask must be worn and hand hygiene must be observed when leaving a room and before entering it. If caregiving requires approaching the patient at a distance of less than one metre, the caregiver must wear a surgical mask.

3. Infection prevention and control protocol when dealing with patients with COVID-19 14.04.20: visitors must wear a surgical mask.

4. Protocol for dealing with COVID-19 at home 17.03.20: the gloves and masks used by the caregiver shall be placed in waste bag 2. The person responsible for cleaning should be protected by gloves and mask (if available).

5. Home isolation infographic 11.04.20: includes the caregiver wearing a mask when sharing communal areas (no indication of whether surgical or hygiene).

6. Hygiene measures for preventing the transmission of COVID-19 06.04.20: anybody cleaning areas with COVID-19 patients should wear a mask (if available). The gloves and mask used by the caregiver should be placed in waste bag 2.

7. Good workplace practices 11.04.20: a non-medical face mask should be worn if using public transport.

8. UNE technical specifications for the manufacture of reusable hygiene masks: hygiene masks are intended for adults and children over 3 years of age without symptoms who are not suitable for using surgical masks or particle filtering masks, in accordance with the measures established in the technical document “Infection prevention and control when dealing with patients with COVID-19”.

9. ECDC 08.04.20: the use of non-medical face masks in public spaces may help reduce the spread of infection in the community by minimising the excretion of respiratory droplets from infected individuals who have not yet developed symptoms or who remain asymptomatic. The use of a face mask in the community could be considered, especially when visiting busy, enclosed spaces such as supermarkets, shopping centres, or when using public transport, etc. The use of face masks in the community should only be considered as a complementary measure to preventive measures.

10. CDC: recommends using cloth face coverings or covering one's face in public settings where other physical distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

11. WHO: in its document on “non-pharmaceutical public health measures for mitigating the risk and impact of epidemic and pandemic influenza”, the WHO conditionally recommends the use of face masks in community settings for asymptomatic people in severe epidemics or pandemics to reduce transmission in the community.

12. CDC: cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

13. UNE technical specifications for the manufacture of reusable hygiene masks: state that these masks are suitable for children over 3 years of age and warn that adult supervision to fit, use and remove the mask is required (for children's masks).

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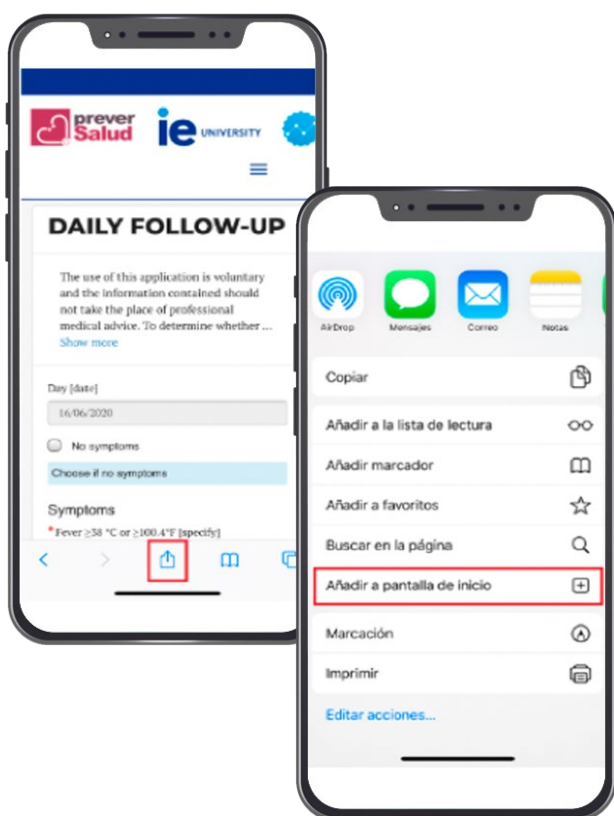
ANNEX 4.
Web App access on
mobile device for
daily monitoring.

Web App access on mobile device for daily monitoring.

Follow these steps:

1. On your mobile device, go to [CLICK HERE](#)
2. Access the Daily Tracking section.

iPhone:



Android:

Click here:



And then here:



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ANNEX 5.

Health Passport on the COVID-19 Tracer Web App.

Health Passport on the COVID-19 Tracer Web

You can find the Passport in the menu on the upper right of the app and here is an interpretation of the results in accessing the campus.



Direct access to campus.



The individual is informed that they must complete the daily monitoring section of the COVID-19 Tracer Web App. Upon completion he or she is notified that the validation of access to campus is still in process with the medical team. Access to campus is not yet granted. If further clarification is needed, a Preversalud doctor will review the case and update the status in the Web App as appropriate.



The individual has not passed the COVID-19 test and should self-isolate in an appropriate location and call the doctor.

ANNEX 6.

Validity of serological tests performed in centers other than those associated with the IE University medical service.

Validity of serological tests performed in centers other than those associated with the IE University medical serviceApp.



The Preversalud Medical Service will only accept those serological test results that have been analyzed via a highly reliable technique, such as ELISA or chemiluminescence, or something similar. Rapid test results, or those analyzed by the rapid immunochromatography technique are not admissible, nor are any results (regardless of technique) obtained more than 15 days prior to entering campus.



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