

POLICIES REGARDING TRAVEL AND TRAVEL INSURANCE

(Last update: May 28, 2020)

As health, safety and mobility restrictions continue to be lifted during this phase of the COVID-19 pandemic, IESE will permit all **essential travel for teaching and commercial activity** that complies with government regulations. It's recommended that **staff and faculty members check with their department directors** to determine the necessity of work travel.

IESE recommends that its employees take precautions while traveling for essential work purposes under the current circumstances in order to minimize the spread of the virus and limit the risk of contagion. Employees considered members of a high-risk group (i.e. those over 70 years old, with chronic illnesses, with compromised or vulnerable immune systems, and pregnant women) should exercise extreme caution while traveling.

1. Domestic travel guidelines

The possibility and extent of travel within Spanish territory is subject to government measures that vary by de-escalation phase. However, those with valid medical, professional or economic reasons may travel between Spanish provinces.

IESE faculty and staff will be able to travel between campuses and throughout the entire territory without restrictions, provided that travel is compelled by essential commercial or academic program activity. They must carry a certificate issued by the Faculty Area or People Area, depending on whether they are teachers or staff.

2. International travel guidelines

In the case of **staff and faculty**, the IESE travel policy states that only trips considered essential to teaching and commercial activity are permitted.

Participants who would need to travel from a country outside of Spain to attend a program on IESE's Barcelona or Madrid campus should contact their program director regarding the latest status of international mobility. Currently, and through the end of the State of Alarm, Spain requires a 14-day quarantine on travelers entering the country, regardless of nationality.

In the case of **participants** who have to **travel to international modules**, each program director will assess the current travel recommendations or possible alternatives.

As government measures evolve rapidly, IESE recommends visiting the websites of the WHO, the European Center for Disease Prevention and Control, and the United States Center for Disease Control and Prevention, as well as websites explaining the up-to-date government restrictions of each country involved in travel. You can also consult the website of the Ministry of Health, the UN website on travel and the AENA website detailing the impact of the coronavirus.

Frequently Asked Questions:

1) I have to attend/teach a program taking place outside my usual campus or in another Spanish city. Can I travel?

Yes. As it would be a trip taken for professional reasons, you must obtain and travel with the corresponding certificate.

2) I have to attend/teach a program outside of Spain. Can I travel?

You'll have to consult the specific travel measures of the relevant country, since at the moment some countries are keeping their borders closed and others require a 14-day quarantine of travelers upon arrival.

3) I'm a student residing outside of Spain. Should I travel to IESE to finish my program?

Your program director will inform you of how classes are being resumed. If your country allows you to travel and the quarantine policy is compatible with the program schedule, you can come to IESE. Don't forget to read the campus access protocol in full.

4) My program has international modules outside of Spain. Should I go?

Due to current travel restrictions in many countries, most international modules have been postponed, but they are due to resume once international mobility recovers. Your program director will contact you with more information.

5) I have a scheduled event or commercial activity taking place abroad. Should I attend?

Once restrictions are lifted in the destination country of your activity, and if the quarantine policy permits it, you can attend. If in doubt, consult your department director regarding the specific case.

6) I have an academic conference taking place abroad. Can I participate?

Travel to academic conferences is restricted by IESE's cost containment policy. It's recommended to attend online.

In any case, if you need to attend the conference and the destination country allows travel, check with your department director regarding the specific case.

2. Insurance policy

The insurance policy that IESE has contracted with AIG for international travel remains in place, so that if and/or when it's possible to resume travel, your existing coverage will be unaffected.

The travel restrictions and recommendations of each country will be continuously updated on this [website](#). IESE employees can find these updates by registering with their personal data and referring to the following policy number: EA11AH1056. The service can be downloaded for mobile devices via app.