

PROTOCOL FOR COVID-19 CASES: EMPLOYEES AND COLLABORATORS

(Updated: 04-12-2020)

Possible Cases			Probable Cases		Confirmed Cases	
Symptoms compatible with COVID-19 (cough, fever, etc)			Doctor confirms clear COVID-19 symptoms, and employee undergoes PCR testing and is awaiting results		Positive PCR test result: confirmed case	
Communication within IESE	1	Employees who develop symptoms compatible with COVID-19 must contact their Area Director and consult IESE's doctor.	8	The employee has undergone PCR testing and is awaiting the results.	12	The employee advises the Area Director of their positive PCR test result, and thus becomes a confirmed COVID-19 case.
	2	The Area Director will then inform IESE's Global COVID-19 Manager (Luis Jover) of the relevant medical details (current status and next steps). He will inform others involved in IESE's COVID-19 response efforts.				
The employee	3	Employees with symptoms should not come to campus. If they develop symptoms while on campus, the Area Director will direct them to the campus health service, ensure that they have a facemask, and assist them in returning home or going to a health clinic. In the most urgent cases, 112 emergency services will be called.	9	The employee must remain at home while waiting for the PCR results, but will be able to continue working from home.	13	According to government recommendations, the employee must self-isolate at home until three days after the absence of symptoms, and a minimum of 10 days from the onset of symptoms.
	4	The Area Director will advise the employee to consult a doctor (in a National Healthcare system walk-in clinic or primary care clinic, or in a private clinic) and follow their recommendations on whether to undergo PCR testing.	10	If the PCR test is negative, IESE's doctor will clear the employee's return to campus. Upon return, the employee should answer the health questionnaire based on their health prior to the symptoms, since the negative PCR result indicates that they were unwell due to another sickness.		
	5	The Area Director will follow up on the case, and keep IESE's Global COVID-19 Manager informed. If an outside doctor does not recommend a PCR, IESE's doctor will evaluate whether to prescribe one (IESE will assume the cost). The employee must inform the Area Director of the test result.				
Close contacts	6	The Area Director must begin to identify the employee's close contacts within IESE, without causing undue alarm or taking further decisions. The idea is to compile the information in order to be prepared if necessary.	11	While the employee is awaiting the results, IESE's doctor and Global COVID-19 Manager will evaluate whether to inform close contacts of the situation and request that they remain at home. Employees will be able to work from home.	14	Close contacts must undergo PCR testing and self-isolate for the time required by national health authorities. If the results are negative, close contacts of the employee will be cleared to return to campus.
	7	According to regulations, a close contact is someone who has been in contact with a confirmed case and who also meets the following three criteria : 1) Less than 2 meters of distance 2) During more than 15 minutes 3) Without a facemask In the period starting 48 hours before the onset of symptoms to the moment the case is identified. Remember: The close contact of a close contact is not a close contact. Example 1: My child/spouse/partner is a confirmed positive case. I am a close contact (because I have been less than 2 meters from them, for more than 15 minutes, without a facemask). Example 2: My child/spouse/partner has a friend/colleague who is a confirmed positive case. I am not a close contact. The work of identifying close contacts is limited to those within IESE who have had contact with the positive case (in the office, cafeteria, shared spaces).				