

Coronavirus (COVID-19) FAQs (updated 23/03/2020)

Information for the London Campus community of ESCP Business School about novel coronavirus (COVID-19).

This page is updated with guidance from the Foreign & Commonwealth Office (FCO) and Public Health England (PHE).

This guidance is reviewed and updated every 48 hours.

GENERAL INFORMATION:

WHAT IS THE CORONAVIRUS (COVID-19)?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.

WHAT ARE THE PROTECTIVE MEASURES?

Reminder of daily actions:

- Wash your hands very regularly or use a hydro-alcoholic solution for at least 20 seconds. You might also find it helpful to watch this [BBC video on how to wash your hands](#).
- Coughing or sneezing into your elbow, not your hands.
- Do not shake hands, avoid hugging.
- Use disposable tissues.
- Wear a mask only if there are signs of illness, or after contact with people known to be at high risk.
- Avoid close contact with anyone who is unwell and do not touch your mouth, eyes or nose if your hands are not clean.

For more on the latest advice, check the [NHS website](#)

WHAT ARE THE SYMPTOMS OF CORONAVIRUS (COVID-19):

The most common symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common such as cold and flu.

IF SYMPTOMS OF THE CORONAVIRUS (COVID-19) OCCUR, WHAT SHOULD I DO?

If you or someone else thinks they are displaying the symptoms of Coronavirus, it is important to stay at home and avoid contact with other people. Do not go to a GP surgery, pharmacy or hospital. Use the [NHS111 online](#) coronavirus service to find out what to do next. They will indicate the procedure to follow. Current advice is that:

- You should stay at home for 7 days from when your symptoms started (even if your symptoms are mild).
- If your symptoms worsen during home isolation, or you are no better after 7 days, you should contact the [NHS111 online](#).

These steps are only required if you are presenting symptoms.

Quarantine guidelines also apply to those with confirmed infection.

If you are a student or participant and are self-isolating, please notify your programme Manager by email. If you are a member of staff, please notify Human Resources at ukhr@escp.eu and let your line manager know.

UK GOVERNMENT: CURRENT SITUATION

The UK Chief Medical Officer has categorised the risk to the public resulting from the Coronavirus as High.

[Foreign and Commonwealth Office \(FCO\)](#) currently advises against all but essential travel to certain countries and regions. If you are intending to travel outside of the UK, you should check the FCO's latest [travel advice](#) for any countries you are travelling to before departure. You can find additional travel advice related to coronavirus (COVID-19) [travel online](#).

For further information on the UK government's Coronavirus action plan, visit the Coronavirus Action plan webpage on [GOV.UK](#)

UK GOVERNMENT ADVICE TO EDUCATIONAL ESTABLISHMENTS

The U.K. government has instructed schools and colleges to affect a physical operational closure from 20/03/2020. A small number of schools are being asked to continue to provide care for a limited number of children who are vulnerable and whose parents are critical to the COVID-19 response.

ESCP LONDON CAMPUS RESPONSE (as of 23/03/2020)

IS THE LONDON CAMPUS CLOSED?

Yes.

The School has affected a full operational closure of its Campus facilities at 527 Finchley Road, Hampstead, London.

This action has been taken in full accordance with the U.K. Government instruction to educational settings.

This closure (commencing 20/03/2020) is for an indefinite period.

WHAT PRECAUTIONS HAS THE LONDON CAMPUS TAKEN TO PREVENT THE SPREAD OF CORONAVIRUS?

The School has been consistently monitoring Public Health England guidelines concerning the prevention and spread of coronavirus (COVID-19). These guidelines have been implemented in full.

Since 13/03/2020, we have moved all teaching activities for taught undergraduate and postgraduate students onto our online platform. As a further precautionary measure, all public and society events have been either cancelled or postponed.

Since 16/03/2020, we have instituted wider restrictions on student access to Campus and have implemented a comprehensive home-working regime for professional and academic staff.

Since 20/03/2020, we have affected a full closure of our campus and facilities.

All business travel outside Europe or to 'lockdown' areas remains precluded for staff, with similar restrictions introduced for students. We have of course preserved the possibility for students to fly home to residences outside of Europe (subject to FCO guidelines and restrictions) and with counsel on potential visa considerations.

We will continue to monitor and comply with advice from Public Health England and take all advised actions to prevent the spread of Coronavirus.

WHAT WILL HAPPEN IF A MEMBER OF THE SCHOOL COMMUNITY IS TESTED FOR CORONAVIRUS (COVID-19)?

Public Health England and the Department of Education have now released [guidance to educational settings about COVID-19](#).

In accordance with this advice, no special control measures or restrictions are required if anyone has been in contact with a suspected case of COVID-19 in an educational setting until test results are known.

In the event that a member of the School community is confirmed with COVID-19, special measures will be applied in accordance with PHE recommendation. If a suspected case is confirmed to be COVID-19, Public Health England will contact the School to discuss the case, carry out a risk assessment and advise on the actions or precautions that should be taken to ensure the continued safety and health of our community.

HOW DO I STAY UP TO DATE WITH THE SCHOOL INFORMATION ABOUT THE CORONAVIRUS (COVID-19)?

The London Campus is committed to doing all it can to regularly communicate with staff and students on this issue and share any important updates.

These FAQs will continue to be updated as the situation evolves and there will be regular updates on the Federal [web page](#) of the School.

FURTHER ADVICE FOR STUDENTS, STAFF AND FACULTY

HOW WILL I BE TAUGHT AND ASSESSED NOW THE CAMPUS IS CLOSED?

All teaching activity will be delivered fully online by no later than 23rd March 2020. For most programmes, full online instruction has been in place since 16th March 2020.

The move to full online instruction is until further notice and until at least the end of April 2020.

For detail of your on-line programme, you are advised to contact your programme manager/coordinator. It is likely you will already be receiving separate advice and instruction.

All taught undergraduate and postgraduate exams and assessments scheduled for the Spring/Summer terms are also set to be delivered online or by alternate assessment that will not require presence on Campus.

WHAT'S THE SCHOOL ADVICE ON PERSONAL TRAVEL?

If you are planning to travel on a personal basis (e.g. to join/visit family or to start a vacation), you should carefully consider the advice of the Foreign and Commonwealth Office (FCO). The FCO currently advises against all but essential travel to certain countries and regions.

You should check the FCO's latest travel advice for any countries you are travelling to before departure. You can find additional information on travel advice related to coronavirus (COVID-19) [travel online](#).

WHERE CAN I GET ADVICE ON HOW MY VISA OR IMMIGRATION STATUS MIGHT BE AFFECTED BY THESE ISSUES?

You may find it helpful to refer to the [Immigration guidance on GOV.UK](#)

The situation evolves quickly but it is clear that The Home Office recognises the current situation is exceptional and will not take any compliance action against students or employees who are unable to attend their studies/work due to the coronavirus outbreak, or against sponsors which authorise absences and continue to sponsor students or employees despite absences for this reason.

A Home Office immigration helpline and email address are available for immigration enquiries related only to Coronavirus:

Telephone: 0800 678 1767, open Monday to Friday, 9am to 5pm. Calls are free of charge.

Email: CIH@homeoffice.gov.uk.

We will update our own guidance as new information becomes available via our Visa Office: vkaur@escp.eu

IS THE CAREERS AND STUDENT SERVICES DEPARTMENT STILL ACCESSIBLE?

The Career and Student Services Department is closed to in-person student visits. However, careers, health & wellbeing support and other resources remain available via Skype and online. Look out for communications from the Department and stay in touch with your designated or recommended Career Services team-member. We are mindful that individual government

policies and the economic environment will have an impact on many plans and we will do all that we can to assist you through the changes and challenges that you confront.

IS THE LIBRARY BUILDING OPEN?

Our library building closed to students on 18th March 2020 and remains closed for an indefinite period.

When off campus, students and staff can continue to access our comprehensive range of digital resources: e-books, journals, magazines, newspapers, market research, company and market data etc. In order to gain access to all Library Resources online, please visit <https://myschool.escpeurope.eu>. The Campus library team is at your disposal for any further information: uk_library@escp.eu.

WHO I CAN CONTACT IF I AM CONCERNED ABOUT THE SITUATION?

For questions about your online courses, attendance, exams, internships, travels or anything linked to your programme of study, we continue to recommend that you reach out to your usual contacts within Programme Administration (PA) and Careers & Student Services (CSS).

For questions concerning C-19 response measures, campus status or services, please use our Campus enquiries e-mail: studentaffairslondon@escp.eu

If you are having personal difficulties such as the feeling of isolation and loneliness, symptoms of coronavirus, anxiety or depression, or wish to seek help for anything else of a personal nature, please also feel free to use the School-level support services available.

Students are directed to: studentshelpdesk.covid19@escp.eu.

Staff can find support by contacting Human Resources or our Employee Assistance Helpline 'Empathy' on 0800 071 3672.

We ask all members of our Community to respect the latest NHS advice on self-isolation and preventive measures in the instance of any cold or flu-like symptoms. These guidelines have been issued repeatedly and will continue to be updated. You can also find other relevant information about [Crononavirus and wellbeing](#) or from the [NHS website](#).

WHAT CAN I DO TO HELP?

The World Health Organisation (WHO) has declared the coronavirus a pandemic, and the number of cases continues to rise worldwide. You can help by following the basic steps we have provided in this FAQ so you can help reduce your risk of getting sick or infecting others.

You can stay committed to our community's values by coming together and supporting all who are affected by these events.

CAN I STILL ATTEND EVENTS AT THE LONDON CAMPUS?

The London Campus has suspended all on campus events. A limited number of events and webinars will run online. Information on these can be found at <https://escp.eu/london>.

FURTHER ADVICE FOR PROSPECTIVE STUDENTS, APPLICANTS AND ADMISSIONS

CAN I VISIT THE LONDON CAMPUS?

No.

The London Campus of ESCP Business School is closed until further notice. All on-site open day events and on campus interviews are postponed indefinitely.

Please email us to book an online appointment with our Admissions & Recruitment teams or contact the individual recruiters already assigned to your case.

Contact emails:

- Undergraduate team: bachelorlondonadmissions@escp.eu
- Postgraduate team: masterlondonadmissions@escp.eu
- Executive Education team: ukexeced@escp.eu

I AM ATTENDING AN OPEN DAY EVENT AT THE LONDON CAMPUS. WILL IT RUN AND, IF SO, HOW?

ESCP London Campus has suspended all events on campus. This suspension of events also applies to those events organised under its name at any and all external venues.

Please check our [events page](#) to find out which of our events will now be delivered online as an alternative.

I HAVE BEEN SELECTED FOR AN INTERVIEW. HOW DO I ATTEND?

As of Wednesday, 18th March, all interviews have been conducted online and we will be continuing with this approach until further notice. If you have a pending interview, our admissions team will be in touch with you shortly to discuss the details.

WHAT IF MY GMAT/GRE TEST HAS BEEN CANCELLED DUE TO TEST CENTRE CLOSURES, OR I CAN NO LONGER TRAVEL TO TAKE MY TEST?

The admissions team will accept applications without GMAT, GRE and English scores if you are unable to take the test and don't already have scores. We will expect successful applicants to take the test later if, and when, restrictions cease, so you should continue your preparations and training. You may be asked to take the test upon arrival in the UK.

If you are not able to take a test, we offer an in house aptitude test, [SHL](#). If you prefer to do our in-house test, please contact our Admissions Office at masterlondonadmissions@escp.eu to organise a suitable date and time.

If you already have a test score, but have been instructed by us to retake it and achieve a higher score the same conditions apply - you are expected to retake the test as soon as centres reopen.

WHAT IF MY ENGLISH TEST HAS BEEN CANCELLED DUE TO TEST CENTRE CLOSURES OR I CAN NO LONGER TRAVEL TO TAKE MY TEST?

If you are required to submit an English assessment as part of your application and do not have one or are unable to take the test, the London Admissions team can arrange an in-house English test (Aptis).

The Aptis test is for students who:

1. Cannot provide us with IELTS/TOEFL/other official test
2. Did not study at an English-speaking university for more than 3 years
3. Do not have more than 3 years of professional experience in an English-speaking company
4. Are not a native English speaker

If you require an English assessment as part of your application, please contact the Admissions team at masterlondonadmissions@escp.eu to organise a suitable date and time.

CAN I GET AN APPLICATION DEADLINE EXTENSION?

We might consider individual deadline extensions in exceptional circumstances. In order to apply for a deadline extension, please email our admissions team with clear reasoning behind the extension request.

- Undergraduate admissions: bachelorlondonadmissions@escp.eu
- Postgraduate admissions: masterlondonadmissions@escp.eu
- Executive education admissions: ukexeced@escp.eu

CAN I APPLY WITHOUT AN ENGLISH TEST?

Yes, we will accept applications without a proof of English or if you are unable to provide official test certificates. Please contact us for more details: masterlondonadmissions@escp.eu

CAN I APPLY WITHOUT A GMAT/GRE SCORE?

Yes, if you do not have a GMAT or GRE, you have the option to do our in house SHL test. For more information, please contact masterlondonadmissions@escp.eu.

WHERE CAN I GET MORE INFORMATION?

We will be happy to provide you with more information via email/call, please contact us to set up an individual call:

- Undergraduate team: bachelorlondonadmissions@escp.eu
- Postgraduate team: masterlondonadmissions@escp.eu
- Executive Education team: ukexeced@escp.eu