



STAY SAFE @EXCELIA

Excelia Group is committed to your safety

# EXCELIA GROUP IS COMMITTED TO YOUR SAFETY

Excelia Group has done everything possible to ensure that you will be able to start this new academic year in complete safety. We are fully aware of the concerns you may have regarding this unprecedented health crisis, and we make it a point of honour to guarantee maximum safety for our entire community.



This is why, on the first day of the new academic year, everyone will receive a **PROTECTION KIT**, comprising a reusable mask and a bottle of alcohol-based hand sanitiser, along with a copy of these instructions.

In accordance with the latest government guidelines, the new academic year will start with a hybrid structure involving a combination of **SCHOOL-BASED AND REMOTE** lessons. Furthermore, in your interest and for the well-being of our entire community, we have drawn up rules and recommendations which we ask you to strictly follow.



These rules and recommendations will be subject to change in accordance with the health situation.

# HEALTH GUIDELINES



- **WEARING OF A MASK IS COMPULSORY** throughout Excelia Group premises. To be able to enter our campuses, each and every student must wear a mask. Anyone without a mask will be refused entry.



- Each mask should be worn for a **MAXIMUM OF 4 HOURS**.
- There will be **ALCOHOL-BASED HAND SANITISER** in all classrooms. Disinfecting wipes will be made available to teachers in order to disinfect desks.



- Maintain **SOCIAL DISTANCING OF 1 METRE** from others, wherever possible.
- **KEEP TO THE RIGHT-HAND SIDE** in corridors, on stairs, and in all other communal areas.
- **ALTERNATE SEATING** to be used in all classrooms.
- Classrooms and offices will be **AIRD** for 15 minutes, at least 3 times per day.
- Remain on campus **ONLY WHEN NECESSARY**. Outside of lesson times, and educational and association-based activities, students are requested to leave the campus so as to limit contact with others.
- **TAKE YOUR BREAKS OUTSIDE** whenever possible, respecting social distancing. Wash your hands before and after the break.



# BARRIER GESTURES

To protect yourself and to prevent the spread of the virus, it is essential that you adopt the following **BARRIER GESTURES**:



- Wash your hands regularly with soap and water.



- Cough and sneeze into a flexed elbow, or into a tissue.



- Use a tissue only once and dispose of it in the bins.



- Greet others without shaking hands, avoid embracing.

## CATERING/LUNCH



We recommend that everyone has lunch off-site except when timetable constraints make this impossible. Social distancing is compulsory in all lunch areas and cafeterias.

Should these areas become overcrowded, students are encouraged to have lunch in a University Restaurant. In exceptional circumstances, lunch may be eaten in classrooms and shared areas, subject to ensuring that these areas remain clean.

## WHAT TO DO IF COVID SYMPTOMS DEVELOP

### YOU DEVELOP SYMPTOMS

Should you develop any COVID-19 symptoms (fever, coughing, sneezing, sore throat, etc.), we ask that you do not come onto campus. You should consult your own Doctor. Tele-consultations with the Preventive Medical Service are also available via **Doctolib**.

If you develop symptoms whilst on campus, you should leave the premises immediately, notifying your Programme team or Student Life before doing so. If your symptoms are severe, call 15 immediately.

If you test positive for COVID-19, you should notify your Programme team immediately and send an email to **covid19@excelia-group.com**. To avoid risks to others, it is very important to comply with this requirement.

### IN THE EVENT OF A SUSPECTED OR CONFIRMED CASE AMONGST YOUR ENTOURAGE?

You must comply with all medical guidelines. DO NOT come on-site. Notify your programme team and send an email to **covid19@excelia-group.com**.

### STUDENTS WITH DISABILITIES OR THOSE AT RISK

Excelia will do everything possible to ensure that you can continue your studies in the best possible conditions. Depending on your personal situation, we will provide you with the necessary assistance, and your programme can even be adapted. Should you require such help, simply contact STUDENT LIFE WHO WILL ASSIST YOU IN TOTAL CONFIDENTIALITY.

CONTACTS	PHONE	EMAIL
STUDENT LIFE	+33 (0) 546 517 720	studentlife@excelia-group.com
COVID-19 PREVENTION UNIT	+33 (0) 674 221 184	covid19@excelia-group.com
INFIRMARY	+33 (0) 546 516 328	lejeunem@excelia-group.com
UNIVERSITY MEDICAL SERVICE	+33 (0) 546 458 446	sdsu@univ-lr.fr
DISABILITY UNIT - POINT OF CONTACT	+33 (0) 546 517 779	peyrec@excelia-group.com

**Failure to comply with these instructions may result in immediate exclusion from the campus and possible disciplinary action.**

# HELP @EXCELIA

For as long as the situation requires it, Excelia Group will maintain its support initiatives for each and every student, in particular those feeling vulnerable. With this in mind, the STUDENT LIFE TEAM is available to answer any questions related to practical everyday matters (housing, emergency financial aid, health issues, feelings of isolation etc.).

## FEELING LONELY? FEELING DISTRESSED? HAVING DARK THOUGHTS?

- Excelia Group's **SENTINEL NETWORK** comprises personnel trained to provide assistance in delicate situations, offering an attentive, caring and totally confidential service. You can speak directly to a *Sentinel*, either about yourself or a member of the student community who you are worried about. *Sentinels* are easily recognisable by a sign next to their office.  
Les sentinelles sont identifiées par une affiche appposée près de leur bureau.
- The University Medical Service, a partner of Excelia Group, is fully mobilised to respond to any issues related, directly or indirectly, to COVID-19.

## FINANCIAL PROBLEMS?

- Excelia Group will maintain its emergency financial aid scheme (Urgence COVID), to support students whose financial situation has deteriorated due to the health crisis. You can also make a request to pay by instalments. Your initial request should be made by email to **studentlife@excelia-group.com**
- Additional financial aid, in response to the current health crisis, is also possible, subject to certain specific criteria:
  - Financial help from the Government:  
<https://www.etudiant.gouv.fr/pid33626-cid151621/covid-19-%7C-aide-exceptionnelle-pour-les-etudiants.html>
  - Financial help from La Rochelle Conurbation:  
<https://www.agglo-larochelle.fr/vie-culturelle-et-etudiante/enseignement-superieur>
  - Financial help from La Rochelle University social services:  
<https://www.univ-larochelle.fr/vie-etudiante/social-et-sante/accompagnement-social-a-luniversite-de-rochelle/>

## FOOD AID

- Meals at University Restaurants will cost only 1 euro, for students on a Government grant.
- The food distribution initiative, introduced by Excelia in the spring, will now be managed by the New Aquitaine region. A distribution schedule will be available on Myintranet and will also be widely publicised by Student Life.
- Many associations remain committed to providing food aid to students: Les Restos du Coeur, Banque Alimentaire (food bank), 'Remplir les ventres pas les poubelles' ('Fill bellies not bins') etc.

## ANY OTHER QUESTIONS LINKED TO THE HEALTH CRISIS

- The International Relations Department remains fully committed to providing support for all incoming and outgoing mobility.
- The emergency number (06 74 22 11 84) and the dedicated email address (covid19@excelia-group.com) remain accessible for any questions concerning the current health crisis.
- Class year representatives and the Student Office can be contacted to relay any questions to the COVID-19 Prevention Unit.



If you have a problem, there is always a solution. You simply need to talk to someone with total trust and in complete confidentiality.

**DON'T HESITATE,  
CONTACT STUDENT LIFE!**





[excelia-group.com](https://www.excelia-group.com)



Download our app!



## LA ROCHELLE - TOURS

Head Office: 102 rue de Coureilles  
Les Minimes - 17024 La Rochelle Cedex 1