



The Business School
for the World®

COVID-19 Etiquette Some Dos and Don'ts



By working together and acting responsibly, we can ensure we have a safe learning and working environment for our community. **We all need to play our part.** If you witness someone behaving inappropriately on campus, you are encouraged to speak up.

DO try to give feedback directly to the person.



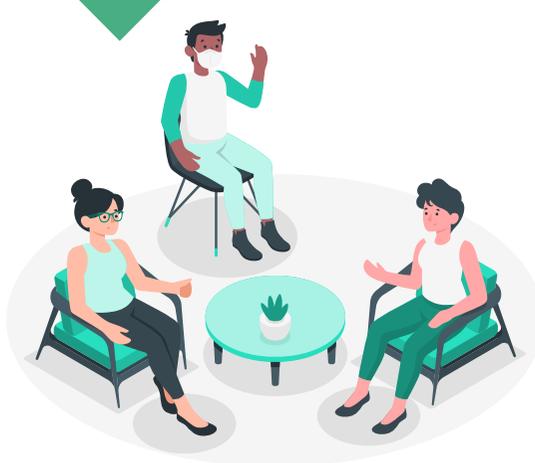
Excuse me, I see that you are wearing your mask under your chin. I'm not sure if you are aware of the INSEAD Community Commitment, but it says that our mask should cover our mouth and nose and should be worn at all times on campus, whether indoors or outdoors, even if we are alone.



If you do not feel comfortable **DO** ask a person in authority to help enforce the health and safety guidelines.



The group work for your class seems to be going really well! However, I noticed some people are not physically distancing and I wanted to bring it to your attention.



DO make your request politely

A gentle tone combined with “please” and “thank you” can go a long way!

DON'T police other people's behaviour unless your safety is at risk.



Hey, you over there! You had better all be living in the same house, as you are obviously not respecting physical distancing right now!



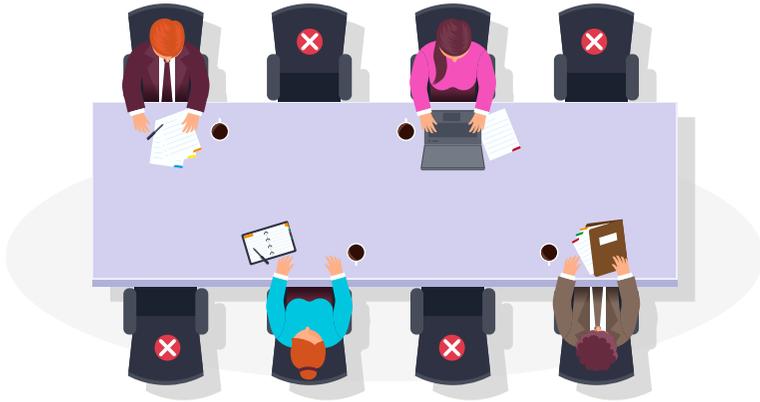
DO what you can to protect yourself.

Remember: you cannot force people to change their behaviour, but you can control your own.

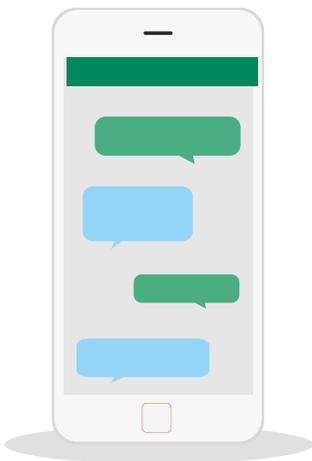
- Turn your face away
- Step away a metre or so
- Walk in a different direction
- Leave the room



DON'T rearrange the furniture in your break-out room or in the INSEAD restaurant. The chairs and tables have been put in a specific position to respect physical distancing.



DO have a conversation before going to a physically distanced gathering to set up some ground rules.



Is everyone cool with wearing masks?

Yes!

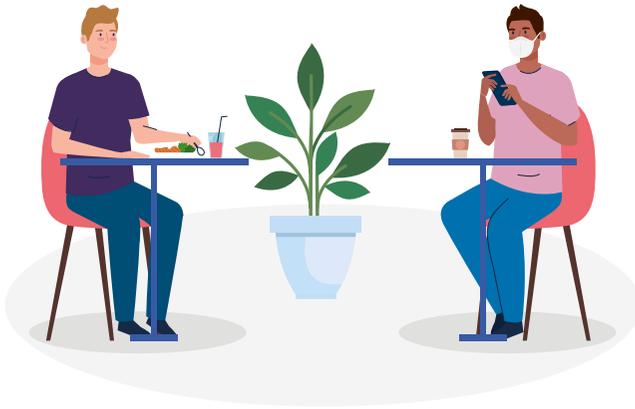
Great, see you later then!

DON'T put your mask on the table in a breakout room or INSEAD restaurant when you take it off.

Put it in your pocket, in your bag or under the napkin on your lap – for easy access in case you need to put it on.

DO feel free to take your mask off briefly to eat or drink.

- Take mask off to sip your drink; put back on between sips.
- You may remove your mask for slightly longer periods while eating, but you should put it back on and vacate the bar / restaurant area as soon as you have finished eating.



DO remember to visit inse.ad/covid-19 regularly. You will find general and population-specific information, FAQs and health and safety guidelines.



Wear your mask



Respect social distancing



Avoid physical contact



Wash your hands



Clean as you go



Download contact tracing app

Last but not least, use your judgement!

Each of us should feel empowered to address someone else if we have a concern. However, if in doubt or you do not feel comfortable approaching someone to give them the feedback, speak to a person in authority – such as your professor, class officer, student rep, programme coordinator or your manager.

**It's up to all of us to play our part.
Thank you for contributing to a safe and healthy campus!**



**THANK
YOU**