

This document is an overview of the RT-PCR testing mostly for the **Europe Campus, with high level descriptions of the testing protocol on other campuses**. It is a baseline policy.

1. Students and Participants (MBA, MIM, Executive Degrees and PhD) and their partners
2. Alumni & Visitors

Background

To ensure safe access to our campus in Europe, INSEAD has put in place RT-PCR testing¹ (which is at the moment the only authorised way in France to determine accurately whether one is infectious with COVID-19) for everyone coming to its campus. To support easy access to RT-PCR testing, INSEAD will be offering test sample collection on-campus several days a week as of 22 August, 2020.

Why is INSEAD requesting testing?

RT-PCR testing is the only approved way in France today for detecting the presence of the SARS CoV-2 coronavirus responsible for the deadly COVID-19 pandemic. The virus that causes COVID-19 can be spread to others before and after a person shows signs or symptoms of being sick (e.g., fever, coughing, difficulty breathing, etc.). RT-PCR testing can identify those, who are infectious, thus limiting the spread of COVID-19 to your family and any others in our community and can help your healthcare provider make informed recommendations about your care.

Who will be conducting the testing?

INSEAD contracted with the #1 medical diagnostics firm in Europe, [Synlab](#), for sample collection, RT-PCR test evaluation. Test sample collection by Synlab will be available on campus several mornings each week. For those not yet in Fontainebleau, Synlab also has labs around the world and you can find a local lab by using [Synlab's lab locator](#). People may choose to be tested by their own medical provider. Testing at another medical provider or at a Synlab lab cannot be more than 96 hours old at the time when the person wants to come onto campus.

What is involved in the actual testing?

Synlab will use a nasopharyngeal (from the nose) sample collection. As soon as other, less invasive methods² become available and approved by the French medical authorities, INSEAD may consider switching to these.

Who will be covering the costs of the testing?

The French Social Security will cover the costs of the RT-PCR test collected on campus by the medical diagnostics provider, Synlab. INSEAD will pay for the on-campus medical services of Synlab. If you take the test by another medical provider or in another country, INSEAD will not be reimbursing you for the RT-PCR tests, though your social security or your private medical insurance may.

¹ More on COVID testing here: https://en.wikipedia.org/wiki/COVID-19_testing

² As of August 20, 2020, France only acknowledges the highly accurate nasopharyngeal swab. The FDA in the USA has approved on August 15th a saliva based, faster, though much less accurate method. <https://www.fda.gov/news-events/press-announcements/coronavirus-covid-19-update-fda-issues-emergency-use-authorization-yale-school-public-health>

What are the testing requirements for INSEAD's stakeholder groups?

Students and Participants (MBA, MIM, Executive Degrees and PhD): Testing will be **mandatory** for all students and participants before re-entering (returning students) or entering campus for the first time (new students). After entry, all full-time students (MBA, MIM, PhD and partners of full-time students wishing to come on campus) will be required to be tested weekly (every seven days). For Executive Degree students, participating in modular/residency programmes, the same RT-PCR test will be mandatory prior to each new module on campus. Executive Degrees participants may opt to be tested at the time of departure from campus, to ensure that they are safe to board a plane back and be at work again.

Alumni & Visitors: Due to the ongoing pandemic, INSEAD has a “no visitors” policy in place. We ask alumni and visitors to connect with us on-line. Deans, informing the Crisis Management Team in advance may approve visitors for teaching and/or operational purposes. Testing will be **mandatory** for all alumni & visitors before entering campus for the first time.

Testing Process :

Prior to arriving on campus:

Everyone who needs to be tested will receive an email from INSEAD to direct them to the Synlab portal³, where they can consent and choose a testing timeslot. INSEAD does not have access to any of the testing results. For organisational purposes, INSEAD will have access to the testing schedule with the following personal data: first name, last name, email address and testing date.

Taking the test samples:

A sampling facility is set-up at the side of the CII (Library) building on the INSEAD campus. The facility is staffed with English / French speaking medical personnel organised through Synlab. They will use a nasopharyngeal (from the nose) sample collection.

It is possible to take the RT-PCR test with any other medical provider. If you do so, you will need to sign an attestation (see it in the appendix), that you have done so. INSEAD will not ask for your medical report.

Providing the test results:

The lab will provide the test result via SMS and /or email in 95% of the cases within 24 hours, but at the latest in 48 hours to the individual tested on their individualised Synlab portal, to the doctor indicated on the consent form and to [SI-DEP](#), the central COVID-19 test database of the French government.

Based on the test result, the lab will also provide each individual with a certificate indicating whether such individual may study/work on campus. Such a certificate, available on an individualised Synlab portal, will not indicate whether the test is negative or positive.

Can I access campus once I have taken the test?

If you have just arrived to Fontainebleau, then no, you will have to await your test result before accessing campus. As an Executive Degree student, you may check-in to your hotel, but you must refrain from engaging socially while awaiting your results. Please do not meet your peers, but wait out the test results. Plan ahead your travel for your test to allow sufficient time from the test to the start of your programme/classes.

³ <https://insead.synlab.fr>

For all Degree Programme student/participants and partners of full-time students, if this is a weekly / twice-weekly re-test for you and you have already been accessing the campus based on a previous test, then you can keep accessing campus / your classes immediately following the sample collection.

Please note that to access the campus, you will need to submit one of the following documents:

- If you have been tested by Synlab: the certificate indicating whether you may study/work on campus; or
- If you have been tested by another medical provider: the photo of the signed attestation (see it in the appendix).

To submit: Email from your INSEAD email to Prevent.CoronaVirus2019@insead.edu with the subject “PCR test”.

What happens if I have a positive test?

According to the French regulations the test result must also be shared by the lab with the [SL-DEP database](#). This is a secure platform, where all COVID-19 test results are recorded to ensure that all positive cases are contact traced by the French health care system.

In case of a positive test, the tested person is requested to isolate for 14 days, not to come to campus to protect the community and to seek advice from his/her medical practitioner. The French medical authorities ([Agence Régionale de Santé](#)) will also initiate the contact tracing for this individual in 48 hours.

If a person has a positive test result, with no symptoms, it is possible that the person carries only the debris of the virus, and their system has already developed antibodies. To confirm this, the person with a positive test may choose to take an antibody (serological) test at one of the labs listed in the FAQ. If this shows the presence of antibodies, then the person may be allowed to come on campus after the 14 days isolation period.

If you are in another country, please follow the guidelines of the country you are in, **do not** come to the INSEAD Europe Campus with a positive test result.

What is the consequence if I come on campus with a positive test result?

COVID-19 is a highly infectious virus, which means that you are likely going to infect others. This may ultimately lead for the school, the region or the country to shut down, causing significant harm.

Of even more concern, the infection may spread to someone vulnerable, who could become seriously ill or die. The virus may lead to many complications, including pneumonia, multi-organ failure or blood-clots, and has many long-term effects.

For the above reasons, when INSEAD learns that someone came on campus knowingly with a positive test result, it will result in their immediate removal from campus and corresponding disciplinary procedure, which may result in suspension or expulsion from the programme.

Frequently Asked Questions

Where else can I get tested in France?

There are three medical labs in Fontainebleau / Avon where it is possible to take the RT-PCR test:

- LBM Medibioblab Fontainebleau, 8 rue Richelieu, 77300 Fontainebleau
- Hopital de Fontainebleau, 55 Bd du Maréchal Joffre, 77300 Fontainebleau
- LBM Medibioblab Avon, Centre Commercial la Butte Monceau, 77210 Avon

To find another testing lab, you may visit the *Agence Régionale de la Santé* website for your region. For Ile de France, go to: <https://www.iledefrance.ars.sante.fr/covid-19-lieux-de-depistage-en-ile-de-france>

Alternatively, you may go to a Synlab facility worldwide, though the cost of the test is only covered by the French Social Security in France: <https://www.synlab.com/lablocator>

What if my test is inconclusive?

Inconclusive test results are not very common. However in such a case, INSEAD treats this as a lack of test result and requests you be retested, prior to you accessing campus.

Can I get tested on the other INSEAD campuses?

The situation changes very quickly, please consult the most up-to-date information from the medical authorities in the country of your interest.

Testing in Singapore

At the time of writing this document⁴ The Singapore Ministry of Health (MOH) has authorised certain laboratories to take part in the “Swab and Send Home” or SASH program. This allows for people who are suspect cases, or who are assessed to have pneumonia to get tested. However, the MOH strongly prohibits⁵ getting tested for 1) elective or general health screening, or 2) use the test as a decision criterion to allow employees to go back to work or 3) for asymptomatic patients without clinical justification.

Testing in Abu Dhabi

As of 20 August, 2020, a negative RT-PCR test result is mandatory for staff, faculty, students, participants and contractors before they can access the INSEAD Middle East Campus. The test must be taken preferably less than 72 hours (but never more than 96 hours) prior to accessing the campus. Re-testing is mandatory during a programme if its duration is longer than seven days. It will be required weekly or half-way in the programme for all people on campus.

Given the small number of employees/contractors involved, there will be no agreement with a local testing centre. The concerned students/participants will be asked to perform individually an RT-PCR test prior to the start of each programme and they will bear the test / re-test cost themselves.

Testing in California, in the USA

California uses RT-PCR testing to diagnose COVID-19 infections. The list of testing sites is found on the California Government COVID-19 webpage⁶. There are no out-of-pocket costs for medically necessary testing. The test operators, Verily or OptumServe will bill directly the insurance company. For those uninsured, the California Government may pay for the test.

Who do I contact regarding further questions?

Should you have any further questions, please send an email to Prevent.CoronaVirus2019@insead.edu .

⁴ August 18, 2020

⁵ <https://www.parkwaylab.com.sg/resources/covid-19-testing>

⁶ <https://covid19.ca.gov/testing-and-treatment/>



Sworn statement for having taken the RT-PCR test elsewhere – English

SWORN STATEMENT

I, the undersigned,

Mr / Mrs / Ms:

Born on:

At:

Currently living at:

- Do swear that I have taken the Covid-19 RT-PCR test within 96 hours before the signature date of the present statement
- Do swear that I have no knowledge of any elements that would justify a need for me to stay away from the INSEAD campus and especially do not have any elements in my possession that lead me to suspect a Covid-19 infection and therefore a contagious risk in case I access the INSEAD campus

Signed at (place):

Signed on (date):

Signature: