

Coronavirus testing process for students

This document focuses on face-to-face teaching on campus in Berlin, but the general instructions may also be applied to off-campus programs such as the part-time MBA residency in Munich.

When arriving on campus, students should use their keycards to open one of the outside doors or gates of ESMT, thus registering their presence on campus. This information will be handled confidentially and only used to support tracing in the case of a positive COVID-19 test result. We strongly recommend checking into the auditoria using the “corona warn app” as well.

Testing requirements and exemptions

The current default for teaching in degree programs is hybrid (both online and presence participation possible) with a strict hygiene and testing strategy in place for those people joining face-to-face. For all students attending a face-to-face lecture, testing under supervision is mandatory twice a week. This includes the students in the hybrid classroom (main room) and also students who follow the face-to-face lecture in another room (second auditorium or study room).

When attending programs on campus that lasts for more than one day with the same group members, participants must show proof of a negative test twice in each calendar week with an appropriate spacing. This means that the first test must be made on the first day of the program upon arrival on campus, before class starts and thereafter on the third day before class starts. All tests must be completed a minimum of 30 minutes before class begins.

If students plan to be on campus Monday and/or Tuesday, they must be tested on Monday before class starts. If they plan to be on campus Wednesday, Thursday, and/or Friday, they must be tested on Wednesday before class starts. Those who wish to follow classes from an additional auditorium on their days off or use a study room are required to test in the second slot, as well as on their allocated day.

If no in person-class or practice project in physical presence is taking place, the test center will remain closed. It is recommended that all students who are on campus test themselves twice a week. They may pick up a self-test at the reception desk of the learning center Monday-Friday, 8:00 a.m.-3:30 p.m.

Alternative to mandatory or recommended testing, students may use one of the citywide testing centers and will be required to present evidence of a negative test not older than 24 hours at the Schlossplatz reception in order to remain on campus.

Those with proof of vaccination with an [EU-authorized vaccine](#) are exempt from mandatory testing. These individuals must be able to provide proof of full vaccination in the form of their vaccination certificate or proof of vaccination certified by students services and present it at reception upon arrival on campus.

When on campus, hygiene and social distancing rules continue to apply. It is mandatory to wear a FFP2 mask at all times when on campus. The only exception is when a person is alone in a study room.

Test center

The specific opening hours of the test center depend on the respective classes, events, or seminars that are scheduled to take place on campus. The test center will only be open when face-to-face lectures are taking place and students are required to be tested under supervision.

As a rule, **the test center is open Mondays and Wednesdays, 7:30-9:30 a.m.** Additional openings and, if necessary, deviating opening hours will be adapted according to the respective requirements of the programs on campus and to meet future regulations.

The testing process is not digital but paper-based to ensure that no data is saved by ESMT and therefore, data protection-conform. Each individual who must be tested (currently students and executive education participants) has to fill out a form/certificate with their names on site and can then proceed to the check-in counter of the test center (currently in the room SCHLOSS GRACHT).

The person to be tested will receive a self-test kit and will be instructed and supported by a trained ESMT employee on how to administer the test. After administering the test to herself and himself, the individual leaves the form together with the test strip at the check-out table for evaluation by ESMT staff.

Test results

If the **test is negative**, this certificate will be available to pick up at the Learning Center reception desk 20-30 minutes after the test has been completed. Certificates of a negative test result will only be issued when the test center is in use.

Should the **test be positive**, the person will be called by the test center crew and will be asked to return to the test center.

What to do if a test is positive

If the test is positive, the person will be handed over the test strip with the positive result. He or she has to leave campus immediately and make an appointment with her or his general practitioner (Hausarzt) or call 116 117 for a free PCR test. Should they not have a GP, they can refer to this list of [Covid-19 doctors](#) (only in German). They should stay at home and follow social distancing rules until the confirmation test has been completed. If it is positive, they will need to quarantine for a minimum of 14 days.