

Instructions of the Office of the General Manager of 21 March 2020 on accessing buildings during the coronavirus (COVID-19) health emergency

Considering:

The rector's instructions of 14 March 2020 to the members of the community issued as an institutional response to the measures imposed by administrative bodies for COVID-19 infection prevention and control.

The implementation of the instructions issued from 16 March, such as the Office of the General Manager's instructions of 14 March regarding the organisation of services during the coronavirus (COVID-19) health emergency and especially the complementary lockdown measures introduced by administrative bodies and authorities' advice.

The evaluation of the situation by the UPC emergency committee and the need for rigorous restrictions on access to buildings to comply with the measures related to the **state of alarm** but also to support the intensive cleaning and disinfection of facilities.

I have issued the following instructions:

1. **ALL** entrances to University buildings have been closed from **00:00 on Saturday 21 March 2020** and will remain closed during the state of alarm.
2. Only those who need to carry out unavoidable duties for the **maintenance of facilities and/or critical services** may be given access.
3. For entrance to the buildings, members of the community must provide a signed certificate made out in their name that specifies the critical tasks that they must carry out and the campus or buildings to which they need access.
4. Individual applications in which reasons are given for the access requested must be submitted to the **heads of academic units or areas that are responsible for critical services** at least 24 hours before the access is required. If the application is approved, it will be sent on to aces.serveiscritics@upc.edu (**available from 21 March**). Only those authorisations received in this manner will be passed on to security staff and the certificates processed so that they can be signed; once this has occurred they can be used to certify the need for mobility to competent authorities such as the police.
5. Once access has been authorised, to enter a building you must call the **UPC Control Centre (934 010 754)** when you are at the door so that its staff can open it remotely once you have provided ID.

I hope that you understand that the exceptional circumstances oblige us to take these measures. I would like to emphasise once more the need to stay at home as much as possible and to underline our collective responsibility.

The General Manager
20 March 2020