



UNIVERSITAT POLITÈCNICA  
DE CATALUNYA  
BARCELONATECH

# Additional measures to those set out in Decision CG/2020/05/04 on the reopening stage of the lockdown easing plan

*The text approved by the Standing  
Committee of the Governing Council is the  
[Catalan version](#)*

Decision CP.CG/2020/02/01, of 8 September 2020, of the  
Standing Committee of the Governing Council, approving  
additional measures to those set out in Decision CG/2020/05/04  
on the reopening stage of the lockdown easing plan

Office of the General Manager

## **PROPOSED ADDITIONAL MEASURES TO THOSE APPROVED BY THE GOVERNING COUNCIL IN THE DOCUMENT ON THE REOPENING STAGE OF THE LOCKDOWN EASING PLAN (CG/2020/05/04, OF 2 JULY)**

### **Background**

The reopening stage in Catalonia began on 19 June and is regulated by Decree 63/2020, of 18 June, on new governance arrangements for dealing with the health emergency caused by COVID-19 and the start of the reopening stage in Catalonia.

On 29 June, the Steering Committee of the PROCICAT Action Plan approved the measures included in the Sectoral Plan for Universities, previously approved by the PROCICAT Technical Committee.

In an ordinary session held on 2 July, the UPC Governing Council approved the document on the reopening stage of the lockdown easing plan (CG/2020/05/04), which established measures to be followed and actions to be taken by various UPC groups in the performance of their activities and provided guidelines to start planning the 2020-2021 academic year.

Despite the short time that has passed since the Governing Council approved this document, various developments have made it necessary to modify some of the measures approved in order to minimise transmission risks and ensure that members of the UPC community are kept as safe as possible.

On 31 August, at the initiative of the rector, the UPC's Emergency Management Committee met and proposed the measures set out in this document, to be applied in addition to those previously approved and implemented in July of this year. These measures will remain in effect for as long as the situation of risk persists unless a contrary decision is issued by the competent authorities and/or the UPC Governing Council. The Standing Committee of the Governing Council has therefore adopted the following

### **DECISION**

It is hereby agreed that the protocols that apply to various UPC activities, academic units and groups within the UPC community and to external staff who carry out activities on UPC campuses will be modified to introduce the measures set out in this document. In the event of any conflicts or inconsistencies, the measures set out in this document supersede those approved in Governing Council Decision CG/2020/05/04, of 2 July 2020, approving the reopening stage of the lockdown easing plan.

1. Attendance record for face-to-face teaching: In general, in the event of an outbreak, contacts will be traced based on the list of students who could potentially be present in the classroom (i.e. students enrolled in the affected subject that semester). However, it is recommended that schools introduce additional attendance control

measures whenever possible to facilitate more effective tracing of individuals who might be infected. Any such measures should be based on electronic tools; systems that involve passing around papers or other materials should be avoided. To the extent possible, it is recommended that schools assign specific seats to students for the duration of the semester to minimise the risk of transmission.

The UPC encourages all members of the university community to actively use the RADAR COVID app and other tools for monitoring and detecting infections. Such tools also facilitate more effective management of any outbreaks by health authorities. The use of the RADAR COVID app and similar tools is recommended even though, in accordance with regulations in force, the UPC has introduced its own system for case notification, which includes evolution and monitoring indicators. The University will encourage students to use the new UPC Estudiant app to improve communication of measures related to COVID-19 management.

Consultations, tutorials and other direct interactions between professors and students should be carried out by remote means whenever possible.

2. Face masks: From now on, it will be mandatory to wear a surgical mask or a reusable cloth face mask at all times when engaging in any activity on the premises of a UPC campus or school, regardless of the physical distance between those involved. For this measure to be effective in face-to-face teaching activities in the classroom, professors must avoid moving around the classroom and always stay at least two metres away from the first row of students. It is also recommended that whenever possible the professor should be the last person to enter a classroom after students have taken their seats and the first to leave at the end of the class.

As an exception to the general rule on face masks, employees may remove their face mask when they are at their workstation (seated and/or performing a task that does not involve moving around) and all necessary measures are being taken, though it is recommended that they keep it on. Staff members who are in their own individual office with the door closed do not need to wear a face mask. However, if someone else comes to the office, face masks must be worn.

3. Meetings: Meetings will continue to be held by videoconference whenever possible, especially when they involve participants travelling from other campuses. For academic events involving the presence of an audience, it is recommended that audience members follow the event by remote means. In any case, organisers and attendees should respect all measures established by the relevant authorities and by the UPC, including the additional measures set out in this document, with particular attention to rules on maximum occupancy of spaces.

4. Material available to members of the UPC community: The UPC will distribute reusable cloth face masks to members of the UPC community at the start of the 2020-2021 academic year as an additional self-protection measure for the various groups and to promote the use of reusable masks that are less harmful to the environment. However, anyone who must be physically present on a UPC campus is personally responsible for ensuring that they have a face mask and using it in the manner prescribed by the relevant authorities at all times.

In accordance with the protection measures and work instructions defined in the protocols developed by the Occupational Health and Safety Service, when UPC staff conducting laboratory practicals cannot maintain a safe distance from students, the University will provide them with an FFP2 or equivalent face mask.

5. Entering spaces: Further steps will be taken to ensure that students and other members of the UPC community are kept informed on this point. In accordance with regulations in force, the importance of entering and occupying classrooms and common spaces in a staggered manner and avoiding crowding will be emphasised. To support the achievement of this objective, students will be required to sign a declaration of responsibility (see **Appendix I**), in which they will be provided with instructions and informed of the measures to be followed, particularly in the event of an outbreak linked to an activity at which they were physically present.
6. Establishment of isolation spaces: Spaces will be designated at each school to isolate anyone who shows symptoms consistent with COVID-19 while at the University. If a suspected case is detected, the corresponding protocol will be activated immediately.
7. Opening of windows in classrooms: Whenever possible (and provided a forced ventilation system is not being used), face-to-face teaching activities will be conducted with doors and windows open. When this is not possible, opening of windows between classes will be encouraged to allow for air exchange.
8. Study rooms: Schools are encouraged to make available additional study rooms that meet all health safety requirements. In these study rooms, constant air exchange, in accordance with the parameters specified in regulations in force, must be ensured. Study rooms must be booked 48 hours in advance, and requests must include a list of everyone who will be present in the space. This information will be kept on record.
9. Bars and restaurants: Bars and restaurants will be subject to the regulations in force in the municipality where each concession operates.

10. Sports facilities: The activity of sports facilities will be conducted in accordance with regulations in force.
11. Libraries: The activity of libraries will be conducted in accordance with regulations in force.
12. Activities organised by student associations and delegations: Requests for authorisation of an activity must specify the protection measures planned (based on the current situation with respect to the pandemic) so that their viability can be assessed. In general, for as long as the pandemic continues, and in light of the transmission risk, activities will be suspended if they involve a high concentration of people or if compliance with self-protection measures at all times cannot be ensured. Activities such as human tower building (*castellers*), festivals and communal meals, for example, will not be authorised.
13. Measures additional to action protocols for specific groups in the event of an outbreak: The University will be subject to any measures or precautions established by health authorities in the event of an outbreak, and to any recommendations or requirements they may establish, which may result in the temporary suspension of activities in specific spaces or buildings, depending on the characteristics of the building and the affected group.

However, independently of any guidelines issued by health authorities, as a general rule, the measures set out in **Appendix II** of this document will apply to all schools and units in the event of an outbreak (provided they do not conflict with health authority guidelines).

14. COVID-19 officers: Units and services are encouraged to use all possible means, including the website, to communicate the contact details (e-mail and telephone number) of the person assigned to manage preventive measures in their school or service. This is particularly important to ensure that incidents and actions related to any cases detected or to the process of identifying possible contacts are dealt with quickly and effectively. COVID-19 officers will act as interlocutors with health authorities and management. They will also be responsible for ensuring that the information communicated internally in their unit or service is up to date. The UPC will post a list with the COVID-19 officer for each unit on its pandemic information web page.
15. Case management and action protocol: Staff members assigned to manage preventive measures in each unit (COVID-19 officers) will be informed of the website where they can find the action protocol to follow if a suspected case is detected or a positive case is confirmed. The protocol will specify the measures approved by the Governing Council for contact monitoring and management of symptoms, which will be in line with the action protocols approved by health authorities.

## Appendix I

### DECLARATION OF RESPONSIBILITY

\_\_\_\_\_, whose NIE is \_\_\_\_\_  
and who is a student on the degree \_\_\_\_\_ at the school \_\_\_\_\_

#### I HEREBY DECLARE

That I am aware of and undertake to follow the protection measures implemented at the Universitat Politècnica de Catalunya (UPC) for the 2020-2021 academic year, particularly the following:

1. Wear a cloth or surgical face mask properly in accessing any facility located on the UPC's campuses and in any activity organised by the institution.
2. Follow the instructions on the signs in the schools and on the campuses, especially with regard to the following:
  - a. Maintain a safe interpersonal distance.
  - b. Follow building entrance and exit routes.
  - c. Wash your hands.
  - d. Respect the maximum capacity of facilities.
3. Follow the professor's instructions in the classroom, particularly when these are aimed at promoting actions for the protection and control of the COVID-19 pandemic and collaboration in the cleaning of the spaces used in the classes with the material duly provided by the University. Maximum punctuality is required. Entering the classroom will not be allowed once a class has begun.
4. Follow the instructions of the person in charge of COVID at the UPC, and especially the person in charge at the school, for any aspect related to following the protection measures and the obligation to follow the quarantine measures established in prevailing regulations with the aim of avoiding risk and the potential spread of the pandemic.
5. Strictly follow isolation measures and do not visit the University's facilities in person if you have any symptoms or have been told to self-isolate due to a possible contact or a positive PCR test.
6. Keep informed of updates published on the UPC website and on the websites of the competent health authorities, in relation to the protection measures that the University may take as a result of the evolution of the pandemic.
7. If I am considered to be a person at risk, consult a doctor on whether or not to attend face-to-face teaching and, if necessary, the specific measures to take. The official list of illnesses that must be taken into account can be consulted at:

<https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/ciudadania/coronavirus-i/persones-amb-malalties-croniques/>

8. I also pledge to keep the school, through the person in charge of COVID, informed of any developments regarding possible infection or symptoms of COVID and to allow the exchange of personal data between the University's departments and between the University and the Ministry of Health or competent health authorities, for the purpose of contact tracing for the management of cases.

## Appendix II

As a general rule, in the absence of specific prevention and tracing measures that allow for particular actions to be taken, decisions concerning the establishment of quarantines and/or the partial or complete suspension of face-to-face teaching at schools will be based on the principles and guidelines set out below.

**If one or more members of a subject group test positive and these individuals attended a face-to-face teaching session within the last 14 days (or the quarantine period established by health authorities in regulations in force),** all members of the affected group are considered close contacts. Therefore, all group members must be recommended to self-quarantine for 14 days (or the period established by health authorities) from the date of last contact with the case, with monitoring to detect any new cases. Consequently, face-to-face teaching for the affected group will be suspended.

The school concerned will send a message to the whole group via the UPC Estudiant app or by e-mail to inform them that teaching will be delivered by remote means from that time on and that face-to-face subject activities for the affected group will be suspended for 14 days. Affected students will also be requested not to come to school spaces or the campus for 14 days (or the period established by health authorities) and to report their case to the COVID-19 officer for their school and their assigned primary care centre so that a decision can be made regarding whether to test them for COVID-19. Students who are instructed to self-isolate will also be provided with guidance and kept up to date on the evolution of their case by the school.

The temporary suspension of activity in these circumstances will apply to all subjects for which a student who has tested positive attended a face-to-face activity in the 48 hours before the onset of symptoms.

Academic staff who delivered face-to-face teaching for the subjects will only be considered close contacts (and therefore required to self-quarantine) if they have been in contact with one of the infected students at a distance of less than two metres for at least 15 minutes.

When close contact has occurred, or in suspected cases, the COVID-19 officer for the unit must be informed so that they can report the details to the Occupational Health and Safety Service. If appropriate, this service will then provide the individuals concerned with guidance on steps to take or monitor the case. If it is determined that a professor must self-quarantine, all of the subjects they teach must be delivered by remote means from that point on (i.e. not only the subject where the positive case was detected).

**If two members of the UPC community who belong to two different groups that have shared the same space (e.g. a classroom in a building) test positive for COVID-19,** all members of these groups may be considered close contacts. Therefore, depending on epidemiological assessment of the specific circumstances, members of the groups that have used the space may be advised to self-quarantine for 14 days (or the period established by health authorities) from their last contact with the case, with monitoring to detect any new cases. Consequently, face-to-face

teaching in the affected space will be suspended for 14 days (or the period established by health authorities).

**If two or more members of the UPC community who belong to groups that use different spaces at the same school test positive**, all members of the subject group are considered close contacts. Members of the affected groups should be advised to self-quarantine for 14 days (or the period established by health authorities) from their last contact with the case, with monitoring to detect any new cases. In addition, the director of the school, together with the Emergency Management Committee, will consider whether face-to-face activity at the school should be suspended for the next 14 days.

In all of the cases described above, there is no reason why the switch from face-to-face to remote teaching should interrupt the delivery of the affected subject. In any case, it is the responsibility of subject coordinators, together with the affected professors, to inform the school and students of the adapted arrangements for affected face-to-face activities in order to ensure achievement of the academic objectives for the subject for that semester.

In any event, decisions concerning the suspension of face-to-face activity at a school will be based on in-situ assessment by health authorities in coordination with the director of the school and the Emergency Management Committee.

*When positive cases occur in a single service or unit, the following steps will be taken:*

**One or more members of an academic unit who regularly share the same space (e.g. an office) test positive.** The entire group are considered close contacts. They must therefore be advised to switch to teleworking, with monitoring by the unit concerned and the Occupational Health and Safety Service to detect any new cases (in accordance with approved protocols). The affected staff should continue to telework for 14 days (or the period established by health authorities) from the date on which the case was reported.

In addition to following approved protocols, the affected person(s) must immediately notify the unit director so that the latter may, where appropriate, notify other affected units or persons (e.g. the school where the affected professor teaches).

**One or more members of an academic unit who regularly share spaces in a building (e.g. entrances and corridors) test positive.** All members of the affected academic unit are considered close contacts. They must therefore be advised to switch to teleworking, with monitoring by the unit concerned and the Occupational Health and Safety Service to detect any new cases (in accordance with approved protocols). They should continue to telework for 14 days (or the period established by health authorities) from the date on which the case was reported.

In addition to following approved protocols, the affected person(s) must immediately report their situation to the unit director so that the latter may, where appropriate, notify other units or affected persons (e.g. the school where the affected professor teaches).

**One or more members of a service who regularly share the same space test positive.** All of the staff of that service are considered close contacts. They must therefore be advised to switch to teleworking, with monitoring by the unit concerned and the Occupational Health and Safety Service to detect any new cases (in accordance with approved protocols). They should continue to telework for 14 days (or the period established by health authorities) from the date on which the case was reported.



**One or more members of different services or units who regularly share spaces in a building (e.g. entrances and corridors) test positive.** All members of the affected services are considered close contacts. They must therefore be advised to switch to teleworking, with monitoring by the unit concerned and the Occupational Health and Safety Service to detect any new cases (in accordance with approved protocols). They should continue to telework for 14 days (or the period established by health authorities) from the date on which the case was reported.

In any event, decisions concerning the suspension of face-to-face activity for a service (or even an entire building) will be based on in situ assessment by the head of the affected service, the Office of the General Manager and the Emergency Management Committee.

UPC, 8 September 2020