

Rector's instructions on adapting the UPC Contingency Plan to the proposed PROCICAT Sectoral Plan for Universities for the 2021-2022 academic year

Background

Following the onset of the pandemic caused by SARS-CoV-2 and in anticipation of the impact it could have on members of the university community, the UPC set up the Health Emergency Management Committee—aimed at ensuring agile decision making and effective communication—by means of a directive of the Governing Council presented at a meeting on 27 February 2020.

On 11 March 2020, the World Health Organization declared a public health emergency based on the rate of infection and the number of people affected worldwide.

Royal Decree 463/2020, of 14 March, declared a state of alarm to manage the health crisis caused by COVID-19. Among other measures, this limited freedom of movement and suspended face-to-face educational activities.

During this period, the University complied with the regulations, provisions, orders, resolutions and instructions issued by competent authorities, adapting them to its operations immediately.

In line with the recommendations of the General University Policy Conference, Resolution 752/2020, of 7 May, established academic criteria for adapting the remote teaching format in order to complete the 2019-2020 academic year in the context of the state of alarm due to COVID-19.

Decision CG/2020/03/03, of 14 May 2020, approved the UPC plan for ending the lockdown and progressively reinstating activities. The objective was to restart on-site activity (in a staggered and progressive way) and specify the protective measures required. The plan set out protective and organisational measures, guidelines for protecting especially vulnerable people, work-life balance measures and recommendations with respect to travel and workplace entry points, among others. This decision was supplemented by Decision CG/2020/04/13, of 3 June, which approved organisational measures for the progressive return of staff to work in stages 2 and 3 of the lockdown easing process, and Decision CG/2020/04/13.1, of 3 June 2020, which approved the modification of the lockdown easing plan following a review of the document by the Health–Home Affairs coordination team of the Government of Catalonia. The measures adopted by the University were based on those approved by the Secretariat for the Public Administration and Civil Service of the Catalan Ministry for Digital Policy and Public Administration under Order 5/2020, of 24 May, and were negotiated with the negotiating committees of the Statutory Teaching and Research Staff Board and the Works Council for Contractual Teaching and Research Staff.

Decision CG/2020/04/04, of 2 July, was approved in preparation for the start of the reopening stage provided for in Decree 63/2020, of 18 June, regulated by Decision SLT 1429/2020, of 18 June, with the aim of adopting all of the basic protective and organisational measures envisaged to prevent SARS-CoV-2 infection and contain the spread of the disease.

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The measures adopted in the reopening plan were based on the Sectoral Plan for Universities approved by the Technical Committee for the PROCICAT Plan. In view of the evolution of the pandemic and guidelines and recommendations issued by competent authorities, the Governing Council approved Decision CG/2020/02/01, of 8 September, which set out new measures, in addition to those agreed on 2 July, with the aim of minimising transmission risks and the spread of the virus and ensuring the maximum possible level of safety for members of the university community.

With the implementation of these measures, the University adopted a hybrid format in the 2020-2021 academic year, which was suspended in October based on the recommendations of health authorities and new measures approved by PROCICAT. Within the framework of the Interuniversity Council of Catalonia, Catalan universities decided by consensus to reduce face-to-face activity on university campuses as much as possible, instituting virtual teaching, except in the case of practicals and exams. This system has been extended until 2021. Decision SLT/275/2021, of 5 February, allowed face-to-face teaching, but only for students in the first year of bachelor's degrees.

The currently proposed sectoral plan for universities, agreed within the framework of the Interuniversity Council and submitted for assessment and final approval by PROCICAT, envisages modes of delivery and organisational and protective measures (both general and specific) that must be adapted to the organisation of the University. It should be stressed that universities are determined to bring the university community back to campus to resume academic activity with as much face-to-face activity as possible. However, in view of the persistence of the pandemic, the measures established by PROCICAT in anticipation of situations that could compromise the University's activity need to be adapted and included in the contingency plan. In any event, the measures foreseen in this contingency plan may be modified and/or adapted to reflect any recommendations and requirements established by the competent authorities based on the epidemiological context and/or the level of herd immunity achieved.

In accordance with the foregoing, I hereby issue the following instructions:

1. To approve the UPC Contingency Plan for the 2021-2022 academic year, which incorporates and adapts to the organisation of the UPC the measures set out in the PROCICAT Sectoral Plan for Universities for the 2021-2022 academic year, approved at a meeting of the Technical Committee on 21 July 2021.
2. To report on the UPC Contingency Plan for the 2021-2022 academic year at the next meeting of the Governing Council.
3. To authorise the general manager of the UPC to modify the measures established in the Contingency Plan in order to adapt them to those prescribed by the competent authorities at any given time based on the evolution of the pandemic.
4. To communicate any adaptations of the Plan made for the reason indicated in the previous point through the following information channels (at minimum and non-exclusively):
 - Governing bodies
 - The Academic Council and meetings with functional heads
 - Health and safety delegates, through the Health and Safety Committee
 - Employee representatives
 - The UPC website (<https://www.upc.edu/ca/portalcovid19>)

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These instructions will take effect on 1 September 2021, the start date of the 2021-2022 academic year, and remain in effect for as long as the PROCICAT Action Plan for emergencies associated with potentially high-risk emerging communicable diseases is applicable.

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UPC Contingency Plan, adapted to the PROCICAT Sectoral Plan for Universities for the 2021-2022 academic year

1. Scope of action

The measures set out in this document apply to the entire UPC community (students and teaching, research, administrative and service staff), linked teaching and research staff, managers and staff of concessions and service companies that carry out activities at UPC facilities and, in general, anyone who enters a UPC facility.

2. Entry into force

The measures set out in these instructions will come into effect on 1 September 2021, superseding those previously established in their entirety.

It will remain in effect for as long as the PROCICAT Action Plan for emergencies associated with potentially high-risk emerging communicable diseases is applicable and may be modified in line with any guidelines or regulations issued by health authorities.

3. Teaching delivery

On-site lectures will be planned in such a way that simultaneous in-person attendance by students does not exceed 70% of maximum classroom capacity. This limit may be adjusted based on the evolution of pandemic control, vaccination plans and/or regulations in effect.

From the start of the academic year, classrooms will have the maximum occupancy stipulated in applicable regulations and authorised at any given time in instructions issued by PROCICAT or health authorities.

Provided that the epidemiological context is favourable, with respect to university teaching activities, practicals and exams will continue to take place on-site.

If necessary due to current occupancy limits, face-to-face academic and lifelong learning activities may be made more flexible and delivered by hybrid or virtual means. In such cases, the academic unit responsible for the degree must have previously planned the use of this mode of delivery. The impact on students should be minimal and spread uniformly across all teaching groups.

Directors of academic units are responsible for planning activity related to their unit, measures required to adapt on-site activity, and measures related to the temporary suspension of certain activities due to any contingencies that may arise. When developing such plans, they should proceed in accordance with the guidelines set out in this document, the current regulatory framework and any instructions issued by governing bodies.

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Staff who are particularly vulnerable to SARS-CoV-2 will continue to deliver face-to-face teaching (provided that their clinical condition is under control and allows for it) and should strictly adhere to protective measures. In case of doubt, at the request of the person concerned, the Occupational Health Unit of the Occupational Health and Safety Service (SPRL-UPC) will assess their situation on a case-by-case basis (in terms of risk of coronavirus infection) and issue a report specifying the preventive workplace adaptation and protective measures required.

Organisational and protective measures

General measures

Full face-to-face activity will be permitted, subject to compliance with the occupancy limits in effect at any given time. All of the activities covered by this plan may be carried out provided that the hygienic/sanitary and physical distancing measures stipulated in this document (or those mandated based on how the situation evolves) are respected.

Broadly speaking, for the organisation of teaching, research and university management activities, these measures will be applied in classrooms, teaching and research laboratories, staff offices/workplaces and other enclosed spaces.

Minimum distance between people

The minimum safe distance to be maintained between people will remain 1.5 m, or that stipulated in applicable regulations, except in areas where teaching activities take place, in which case the minimum distance will be determined by the occupancy level or based on other specific measures included in this plan. In classrooms, established occupancy limits will be respected while maximising physical distancing. Where possible, chairs will be moved to achieve this.

Use of face masks

Face masks will be used as specified in the decisions and guidelines issued by health authorities at any given time. Rules concerning their compulsory use in various workplace areas will also be adapted in line with such decisions and guidelines.

As of the date on which this document is approved, the use of face masks is compulsory in all indoor university spaces and outdoors as determined by the health authority:

- a) in any enclosed space that is for public use or is open to the public;
- b) in any outdoor area where, due to crowding, it is not possible to maintain a minimum distance of one and a half (1.5) metres between people.

Use of face masks is not compulsory for people who have any type of disease or respiratory condition that is exacerbated when a face mask is used and who can prove that they suffer from such a condition by presenting a medical certificate.

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Occupational risk assessments

The Occupational Health and Safety Service will keep risk assessments for all workplaces up to date as the health emergency evolves.

These risk assessments are available to all staff at:

<https://www.upc.edu/prevenio/ca/mesures-preventives-covid-19>.

4. Protective materials and equipment

All staff will be provided with appropriate protective equipment suited to the work they perform.

Hand washing with soap and water will continue to be prioritised. When this is not possible, hand sanitiser will be used for hand hygiene at entrances to buildings and in libraries, study rooms, assembly halls and dining halls/breakfast rooms.

Safety measures such as transparent partitions will continue to be used at reception desks, counters and public service points.

Appropriate protocols and circuits will be established for managing and removing specific waste products generated in addition to the usual ones.

5. Meetings

Meetings and other non-teaching activities should be held by remote means whenever possible, particularly if participants would otherwise have to travel to attend.

Meetings will continue to be held by videoconference whenever possible if they would otherwise involve participants travelling from other campuses. For meetings that must be held in person, all preventive measures (face masks, physical distancing, hand washing, cleaning, disinfection and ventilation of the space, etc.) will be used.

6. Travel

Work-related travel will be avoided whenever possible. In any event, before the trip persons due to travel must personally check the protection measures that must be taken in the country, region and organisation they are travelling to, follow these measures at all times and ensure that the travel insurance policy covers all possible contingencies, especially those involving health in relation to COVID.

Travel abroad by staff must be carried out in accordance with the guidelines established by each university at any given time and the requirements set by health authorities for each risk area.

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7. General measures for buildings, spaces, facilities and equipment

Information will continue to be communicated using signs on horizontal surfaces, noticeboards in lobbies and corridors and signs in common areas, toilets and lifts to remind people of measures to be followed, including the minimum distance between people and hand washing or, if this is not possible, the use of hand sanitiser.

To avoid congestion and facilitate movement of people, signs used to indicate routes and the direction of walking will be maintained.

As far as fire protection regulations and weather conditions permit, doors of spaces should continue to be kept open.

The recommendation to use stairs and not to use lifts will remain in effect, except when lifts must be used due to reduced mobility or for other reasons.

People should continue to wash their hands before and after any activities that involve sharing materials, equipment (computers, telephones, etc.) or work items (staplers, pens, etc.) that are not for individual use.

The recommendation not to drink directly from water fountains will remain in effect.

The recommendation to have specific bins available in common areas of buildings for the collection of waste related to personal protective measures (single-use face masks, gloves and paper towels) will remain in effect.

With respect to signs, appropriate measures will be taken to raise awareness of the need to maintain a safe distance between people.

8. Ventilation

Buildings can be ventilated naturally by opening windows and doors. Natural ventilation should be continuous and ensure cross flow of air. To make ventilation more effective, cross flows of air should be created by opening windows and doors opposite each other to allow the air to flow in such a way that the indoor air is swept out and renewed by outdoor air. Doors and windows should be kept open for as many hours as possible.

To provide users of teaching facilities with information and guidance on the level of ventilation and renewal of indoor air, the UPC has launched the Qaire programme. The CO₂ concentration in spaces will be measured periodically using fixed sensors. Where fixed sensors have not yet been installed, regular readings will be taken using mobile sensors. Readings can be consulted in real time by users. The main aim is to detect excessive CO₂ concentrations that occur over the course of the day, which may require additional measures such as opening windows or the temporary cessation of activity to facilitate air exchange. The system also facilitates detection of ongoing issues, identifying the need for action in particular spaces to ensure that appropriate conditions are maintained at all times.

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It is recommended that classrooms and other rooms be ventilated from the time when students arrive, during teaching, and at the end of the day. Please note that empty classrooms that were well ventilated following their most recent use have virus-free air, and the rate of air exchange is much higher than the rate of heat load loss from classrooms.

Gyms and sports centres. Transmission risk varies according to the activity carried out. During physical activities, the breathing rate of participants and the transmission risk are higher. Proper air exchange and ventilation must be ensured in gyms. When this is not possible, the option of holding some activities outdoors should be considered.

Toilets. Toilets must be well ventilated at all times when open to users. Therefore, if they have forced air extraction, it is recommended that these systems be kept running at all times when facilities are open. If toilets are naturally ventilated, windows should be kept open at all times.

9. Cleaning and disinfection protocols

During regular cleaning and disinfection of spaces, windows will be opened whenever possible to ensure natural ventilation and air exchange.

In addition to regular cleaning and disinfection protocols, preventive cleaning protocols (for key points) and special cleaning and disinfection protocols (to be followed if there is a probable or confirmed case) will be defined.

Apart from regular cleaning services, where hand washing is not possible, single-use paper towels, hand sanitiser and disinfecting liquids will be refilled as necessary to ensure the availability of these products.

The products used will be the ones approved by health authorities, and they will be used in a way that ensures the safety of people and the environment.

10. Prevention, health promotion and emotional support

During the 2021-2022 academic year, the UPC will continue to offer a psychological counselling service for members of the university community who are not receiving psychological or psychiatric treatment (UPC bachelor's, master's and doctoral students, teaching and research staff, and administrative and service staff).

<https://inclusio.upc.edu/ca/ca/serveis/atencio-psicologica>

11. Specific measures linked to service-related needs

To ensure that the needs of each service are covered, public employees may be required to perform duties that are not specified in their job description, provided that such duties are directly related to the reorganisation of services due to the COVID-19 health emergency and are specific to the employee's group, scale or category.

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12. Training activities

Courses, workshops, conferences, seminars, symposia and other training activities should be delivered using digital technologies whenever possible. However, depending on the evolution of the health emergency (as determined by health authorities), the maximum permitted occupancy of spaces may be adapted so that activities of this kind can be carried out in face-to-face format. Face-to-face training activities must be carried out in such a way as to ensure that COVID-19 occupational health and safety measures mandated by health authorities, such as physical distancing and the use of face masks, are adhered to.

13. Selection processes and filling of job vacancies

When testing sessions are held for selection processes or to fill vacancies for on-site positions, steps should be taken to avoid crowding and ensure that limits on the occupancy of enclosed spaces are respected. The health and safety measures established in corresponding protocols must also be applied in such cases.

14. On-site activity: telework for administrative and service staff

In parallel with the resumption of face-to-face academic activity, the provision of face-to-face services is encouraged and will be the priority mode of delivery for the entire UPC community.

Staff who are particularly vulnerable to SARS-CoV-2 will continue to have the option of working on-site provided that their clinical condition is under control and makes this feasible. Such staff must continue to strictly adhere to protective measures. In case of doubt, at the request of the person concerned, the Occupational Health Unit of the Occupational Health and Safety Service (SPRL-UPC) will assess their situation on a case-by-case basis (in terms of risk of coronavirus infection) and issue a report specifying the preventive workplace adaptation and protective measures required.

Full face-to-face activity is authorised for all administrative and support functions, with additional organisational measures to ensure that workers are protected.

For administrative and service staff, the telework guidelines agreed with trade union representatives (or any agreed in the future) will be applied, taking into account the following points:

Telework is an arrangement that requires agreement between the parties. This system may be used provided that it is compatible with the needs of the service, taking into account periods when there is critical work to be done (e.g. enrolment periods, financial closing periods, during audits, etc.) and how specific positions are affected by the way work shifts are organised (annual leave, minimum services, etc.).

Management will establish a mechanism for processing requests that allows them to be assessed as quickly as possible, provided they do not compromise the provision of the affected service.

Within the scope of their responsibilities, heads of functional units may directly authorise requests to telework up to two days a week without completing any additional procedure. However, any telework arrangements are subject to assessment and review with the overall aim of ensuring optimal efficiency in service delivery.

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Notwithstanding the previous point, employees may make additional duly justified requests by following the procedure established by management. Decisions on requests will be made as soon as possible in accordance with the procedure set out in the telework agreement in effect.

To facilitate granting of telework requests, unit heads may distribute (from Monday to Thursday) the on-site afternoon work shifts envisaged for staff working split shifts under the agreement on working hours and schedules.

As has been the case up until now, staff who work in reception, maintenance, workshops and laboratories will not be eligible to telework.

With respect to authorisation of telework requests, apart from applying the principles set out in applicable regulations, special consideration will be given to:

a) Public employees who are responsible for the care of children under 12 or dependent or disabled persons when the persons under their care are in preventive isolation (for as long as the period of isolation lasts). The preventive isolation status of the dependant or child must be demonstrated with a certificate from the retirement home, nursing home, school or nursery, or with a declaration of responsibility of the interested party.

b) Public employees with conditions that make them especially vulnerable and put them at higher risk if exposed to SARS-CoV-2 (as determined by a new individual risk assessment). Assessments will be carried out by the occupational medicine unit of the Occupational Health and Safety Service and will take into account whether the staff member concerned has received their full vaccine course with a view to determining whether they can safely return to on-site work.

In the cases indicated above, when staff cannot telework due to the nature of the work performed or the duties associated with their position, their needs should be accommodated by means of flexible working hours, scheduling of shifts, special working hours, functional adaptations or temporary assignment of different work duties.

15. Specific measures for classrooms and laboratories

In spaces where face-to-face teaching activities and laboratory practicals are held, a register of potential attendees must be kept, and measures must be taken to ensure proper ventilation and control the movement of attendees.

When an activity ends, windows will be left open until the start of the next activity to facilitate air exchange.

New spaces may be temporarily re-purposed as classrooms in buildings where spaces are available. Assembly halls and study rooms may also be used for teaching.

All classrooms will be cleaned and disinfected at least once a day. It is recommended that frequently touched surfaces (door handles, push buttons, etc.) be cleaned and disinfected more frequently.

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Directors of academic units are responsible for ensuring compliance with the measures set out in this document that apply to activities carried out in spaces assigned to their respective units.

Within the general action framework established, it is important to maintain the role of academic staff as authority figures who, in the interest of the participants in any given activity, may stress the need to follow instructions and guidelines on self-protection measures or opt to suspend activities when these measures are not being followed.

Failure to follow instructions related to physical distancing and hygiene may result in students being expelled from a classroom or teaching laboratory by the professor responsible for an activity or lead to the suspension of the activity, without prejudice to any disciplinary consequences established for non-compliance. If a professor is compelled to apply measures of this kind, the subject coordinator and the director of the academic unit must be informed so that appropriate follow-up action can be taken.

Students will be regularly informed of measures they should be aware of, including the requirement that they maintain a safe distance from others when entering classrooms.

Students must clean their hands when entering and leaving classrooms using gel from dispensers located at the door to each classroom.

Doors will be kept open, and notices will be posted on windows to indicate whether or not they should be left open.

16. Specific measures for shared-use spaces

When entering and exiting spaces, users must clean their hands with soap and water or hand sanitiser.

Natural ventilation will be maintained for as long as possible.

In general, the space per person at maximum occupancy should be at least 2.5 m², except in spaces where teaching activities, conferences, lectures, etc. are held, in which cases the maximum occupancy set by the health authority will continue to apply.

Dining halls. Dining halls also require special attention since masks are not worn while eating. Therefore, in addition to hand hygiene and maintaining the minimum safe distance between people and the required distance between tables, it is recommended that ventilation be maximised by keeping all doors and windows open at all times.

Notices will be posted in dining halls and breakfast rooms stressing the need to practise hand hygiene before using appliances (refrigerators, microwaves, coffee makers, etc.).

The maximum number of individuals per table stipulated in current regulations will continue to apply.

Assembly halls. In the case of assembly halls, maximum occupancy will remain set at 70% of capacity, provided that a register of attendees is kept or seats are pre-assigned and that measures are taken to ensure proper ventilation and control the movement of attendees in order to avoid crowding.



Libraries. Maximum occupancy will remain set at 70% of capacity. All libraries will be cleaned and disinfected at least once a day. Particular emphasis will be placed on ventilation and on cleaning and disinfection of surfaces and elements that may come in contact with people's hands.

For any matters not covered by this plan, the provisions of library regulations will apply.

17. Other services: bars, restaurants, sports facilities, parking areas and similar services

These services will be subject to the specific regulations that apply to them.

Any company or concessionaire that receives an order or commission of any kind must follow the provisions set out in this contingency plan.

Service companies and concessions will encourage payment by electronic means in both commercial establishments and beverage and/or food vending machines.

18. Health and preventive measures

Staff considered especially vulnerable according to the risk groups defined by the health authority may report their status to the health area of the Occupational Health and Safety Service by e-mail to salutupc@aspyprevencion.com. ASPY Prevención, the company that manages matters related to occupational medicine at the UPC, will determine the nature of each employee's particular vulnerability and issue a health surveillance report on preventive, adaptive and protective measures, considering whether the employee's working conditions are such that they can perform their duties without increasing the risk posed by their health condition.

Information on the procedure can be found at <https://www.upc.edu/prevencio/ca/pes>. This procedure must offer particularly vulnerable employees the option of providing a medical certificate issued by a public healthcare service, which will have the same validity and consequences.

Anyone showing symptoms consistent with COVID-19 should not go to the UPC and is obliged to inform the University (and the relevant health authorities if the case has not yet been reported).

The disease caused by SARS-CoV-2 infection is a notifiable disease that must be reported as a matter of urgency. The UPC will maintain monitoring and epidemiological surveillance in accordance with regulations in force on prevention, containment and coordination. Accordingly, all necessary hygienic and organisational measures will be taken to prevent the spread of the disease.

For all notifications referred to in this protocol that involve someone reporting that they are experiencing symptoms consistent with COVID-19, UPC staff must respect the principle of confidentiality and ensure that personal data is protected and only communicated to the persons stipulated in this protocol and for the purposes specified.

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19. Procedure to follow when cases are detected and contacts are identified – academic and administrative and service staff

Health actions

When a suspected case (i.e. a person with clinical symptoms and signs of acute respiratory infection that are consistent with COVID-19) is identified in a UPC workplace, it must be reported to the health area (ASPY Prevenció) of the Occupational Health and Safety Service, and the following steps will be taken:

If the symptoms appear during working hours, the employee concerned must put on a face mask, inform their supervisor, leave the UPC, self-isolate at home and contact their regular doctor at their assigned primary care centre.

Employees must also inform the health area of the Occupational Health and Safety Service by sending the relevant form by e-mail to salutupc@aspyprevencion.com.

<https://www.upc.edu/prevencio/ca/casos-i-contactes>

ASPY Prevenció medical staff will contact the person concerned to collect more personal information and identify, in accordance with the protocol established by authorities at any given time, close workplace contacts (individuals who have been in contact with the suspected case, at a distance of less than 2 m and for more than 15 minutes, from 48 hours before the onset of symptoms until the case was isolated).

ASPY Prevenció medical staff will inform the UPC Occupational Health and Safety Service (SPRL-UPC) by forwarding a copy of the form sent by the person concerned.

SPRL-UPC staff will contact the head, dean or director of the unit concerned in writing to gather the necessary information.

The head, dean or director of the unit concerned, or their delegated COVID-19 officer, will inform the SPRL-UPC, in writing, of the individuals in the unit who have shared time and space with the case in the last 48 hours. The following information will be reported for these contacts:

- Full name
- Contact telephone number and e-mail address
- Space shared
- Time in contact

The head, dean, director or COVID-19 officer for the unit concerned will inform staff physically present at the UPC that they must leave the University and self-isolate at home until further notice. Staff who are teleworking will be informed that they must not come to the UPC until further notice.

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The SPRL-UPC will inform ASPY Prevenció medical staff of the contacts reported by the head, dean or director of the unit so that they can be contacted and monitored.

Using the information received, ASPY Prevenció medical staff will identify close contacts and request that they complete and send the appropriate form.

Anyone considered a close contact will be informed by ASPY Prevenció medical staff, who will monitor these contacts.

If a suspected case is confirmed, ASPY Prevenció medical staff will issue a report and provide each person considered a close contact with a copy to give their primary care doctor to obtain a certificate of incapacity for work if they require one.

ASPY Prevenció medical staff will inform SPRL-UPC of confirmed cases in writing. SPRL-UPC will be responsible for passing this information on to the head, dean, director or COVID-19 officer of the unit concerned.

Staff who are not considered close contacts may return to work on-site at the UPC.

If a notification of the kind defined in this procedure is received, action must be taken as quickly as possible. The head, dean, director or COVID-19 officer of the unit concerned must act on any requests from the SPRL-UPC (servei.prevencio@upc.edu) or ASPY Prevenció (salutupc@aspyprevencion.com) as a matter of the highest priority. Any phone calls related to such requests must also be treated as a high priority.

Apart from the notifications concerning cases or contacts referred to above (involving unit heads, deans or directors), the SPRL-UPC will inform the director of the Infrastructure Area so that they can give the instructions required to apply the cleaning and disinfection procedure in the space where the infected individual was working.

Until the appropriate cleaning and disinfection procedure has been carried out, the space where the procedure is to be applied may not be used.

20. Action protocol for students

Like other members of the UPC community, students enrolled in academic activities at the University are obliged to follow the guidelines and instructions stipulated in this document (and any additional instructions issued by health authorities) at all times. The declaration of responsibility contained in Appendix I will be made available through online teaching support channels so that students can sign this document, in which they state that they are aware of the measures established in this contingency plan and undertake to follow them at all times.

Health actions

Any student who shows symptoms consistent with COVID-19 must immediately report their condition to 061/Salut Respon (the Catalan health service) and to the office of the school director.

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If the symptoms appear while the student is at the UPC, they must put on a face mask, inform the school and leave the University. The student should self-isolate at home and contact their regular doctor at their assigned primary care centre.

The affected school, through the office of the school director or the person it deems appropriate, will contact the SPRL-UPC (servicio.prevencio@upc.edu) in writing so that the staff of the service can collect the necessary information and apply the contingency measures required. When making a report, students should indicate the UPC spaces and facilities that they have entered in the last 48 hours, specify when they were in those spaces and identify any persons who may be close contacts.

If one or more members of the UPC's academic or administrative staff are involved as close contacts, the Occupational Health and Safety Service will report this information to the health area (ASPY Prevenció) of the SPRL-UPC (salutupc@aspyprevencion.com), which will follow up with these contacts by taking the steps indicated in the action protocol for UPC staff.

The dean, director or COVID-19 officer of the unit will inform anyone who has spent time in the same classroom as the suspected case in the last 48 hours.

The head, dean, director or COVID-19 officer of the unit concerned will inform staff physically present at the UPC that they must leave the University and self-isolate at home until further notice. Staff who are not physically present at the UPC will be informed that they must not come to the UPC until further notice.

The general manager, or the person delegated by him/her, will be responsible for contacting the health authorities to receive instructions regarding any additional actions that must be taken (including any related to the suspension of activities) and for following up on such actions. The UPC Occupational Health and Safety Service may receive specific instructions from the Office of the General Manager to ensure that appropriate steps are taken with respect to monitoring and identification of contacts, confirmed cases and any other measures based on instructions issued by authorities.

Students who are not considered close contacts may physically return to the UPC.

The SPRL-UPC will inform the UPC's general manager, the director of the Legal Services and Risk Assessment Area and the director of the Academic Area for their consideration.

If a notification of the kind defined in this procedure is received, action must be taken as quickly as possible. The head, dean or director of the unit concerned must act on any requests from the SPRL-UPC as a matter of the highest priority. Any phone calls related to such requests must also be treated as a high priority.

Apart from the notifications concerning cases or contacts referred to above (involving unit heads, deans or directors), the SPRL-UPC will inform the director of the Infrastructure Area so that they can give the instructions required to apply the cleaning and disinfection procedure in the space where the infected individual was working.

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21. Action protocol for external workers performing on-site activities at UPC schools

If an external worker carrying out an on-site activity at a UPC school shows symptoms consistent with COVID-19, they must notify the person responsible for contract oversight or the principal investigator for the relevant UPC agreement. The following details must be reported:

- Close contacts (people with whom the case has been in contact, at a distance of less than 2 m and for more than 15 minutes, in the 48 hours before the onset of symptoms).
- The UPC spaces and facilities that the external worker has entered (in the 48 hours before the onset of symptoms).

If the symptoms appear during working hours, the external worker must put on a face mask, inform their supervisor, leave the UPC, self-isolate at home and contact their regular doctor at their assigned primary care centre.

The external worker must report their situation to the company or entity they work for in accordance with its established case monitoring procedure.

The person responsible for contract oversight or the principal investigator must report the information provided by the external worker to the SPRL-UPC (servei.prevenicio@upc.edu) as soon as possible.

The SPRL-UPC will report information on close contacts who are UPC staff to the health area (ASPY Prevenció) of the UPC Occupational Health and Safety Service (salutupc@aspyprevencion.com), which will follow up with them by taking the steps indicated in the action protocol for this group.

If any of the close contacts reported are employees of third-party companies or entities, the SPRL-UPC will inform the supervisors responsible for the activity carried out at the UPC so that they can in turn inform the companies or entities concerned.

The companies or entities that are the employers of suspected cases must provide the necessary information on whether suspected cases are confirmed or ruled out.

This information, and details of any action taken, will be passed on to the UPC staff member responsible for overseeing the contract (in the case of service companies) or to the UPC principal investigator (in the case of companies or entities that carry out research at UPC centres).

This procedure will be subject to continuous modification based on any instructions issued by the competent authority.

22. Decisions to be taken for the temporary suspension of activities due to detection of multiple positive cases in the same classroom or the same shared space in a building or unit

Decisions concerning the suspension of face-to-face activity at a school will be based on in-situ assessment by health authorities, carried out in coordination with the office of the school director and the UPC's Emergency Management Committee.

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There is no reason why the switch from face-to-face to remote teaching should interrupt delivery of the affected subject. In any event, 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.

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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 2021-2022 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. Maintaining a safe interpersonal distance.
 - b. Following building entrance and exit routes.
 - c. Hand washing.
 - d. Respecting 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 not visit the University's facilities in person if I 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/ciutadania/>

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8. 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.