



**UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH**

Reopening stage of the lockdown easing plan

**Governing Council Decision CG/2020/05/04, of 2
July 2020, approving the reopening stage of the
lockdown easing plan**

Office of the General Manager

REOPENING STAGE

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.

The purpose of this document is to establish specific measures to be applied during the reopening stage, regulated by Decision SLT 1429/2020 on the adoption of basic protective and organisational measures to prevent the risk of transmission and help contain the spread of SARS-CoV-2. The Decision stipulates the requirements for carrying out activities during the reopening stage in Catalonia in the context of the health crisis caused by COVID-19. The Decision states that the public must adopt measures to reduce the risks of spreading COVID-19 and avoid exposure to such risks themselves. It also stipulates that individual and collective protective measures must be adopted based on frequent hand hygiene; good respiratory hygiene (not coughing directly into the air; covering the mouth with the crook of the elbow when coughing, and avoiding touching the face, nose and eyes); maintaining physical distancing; using a face mask when it is not possible to maintain physical distancing; adequate ventilation of enclosed spaces; and cleaning and disinfection of surfaces.

In addition, the return to normal social and economic life must be accompanied by measures aimed at ensuring that activities which generate the greatest risk of community transmission are carried out under conditions that prevent transmission risks and resurgences.

Measures are based on the regulatory framework in effect and the criteria and protocols defined in the UPC's plan for ending the lockdown and progressively reinstating activities, approved by the Governing Council on 14 May and translated into concrete measures by the UPC Occupational Health and Safety Service, insofar as they do not contradict the measures stipulated in this decision.

The measures are also based on the provisions of the Sectoral Plan for Universities approved by the Technical Committee for the Civil Protection Plan of Catalonia (PROCICAT), submitted to the Steering Committee for the PROCICAT Action Plan, and approved by the latter on 29 June 2020.

The key measures in this stage, which are intended to ensure the provision of public services to the greatest extent possible while maintaining protective measures and minimising risks, are as follows:

- Physical distancing
- Personal preventive measures:
 - Hand hygiene
 - Respiratory etiquette
 - Face masks
- Cleaning and disinfection
- Procedures to follow when cases are detected and contacts are identified

The instructions issued by the rector and the general manager on 14 March 2020, ordering the closure of buildings and stipulating critical services and specific action protocols to be followed during the state of alarm, shall be nullified by the approval of the measures set out in this document.

In view of the possibility that the competent authorities may order a return to previous stages, the following are suspended but not expressly revoked: Governing Council decisions CG/2020/03/03 and CG/2020/04/13, of 14 May and 3 June, approving the plan for ending the lockdown and progressively reinstating activities (UPC, May 2020); and organisational measures related to the progressive return of staff to work in stages 2 and 3 of the lockdown easing process. In any event, the approval of this decision temporarily suspends the organisational measures envisaged for stages 0, 1, 2 and 3 of the lockdown easing process.

This decision lays down specific measures that are organised in the following sections:

- Organisational measures for teaching and research staff
- Organisational measures for administrative and service staff and general services
- Health and preventive measures for all UPC staff
- Protective materials and equipment available to members of the UPC community
- General measures for buildings, spaces, facilities and equipment
- General measures for classrooms and laboratories
- Specific measures for classrooms
- General measures for computer rooms
- Specific measures for teaching and research laboratories
- Specific measures for shared-use spaces: study rooms, libraries, group work rooms, meeting rooms, dining halls, etc.
- Specific measures for assembly halls
- Specific measures for entrepreneurship, business incubation and co-working spaces and spaces for associations
- Specific measures for toilets and changing rooms
- Cleaning protocols
- Concessions: bars, restaurants, sports facilities, car parks, etc.
- Procedure to follow when cases are detected and contacts are identified

The general manager is designated as the contact person for dealing with health authorities for the coordination of any measures required as a result of possible cases of infection or resurgences. The general manager shall also have the authority to update this protocol in accordance with any instructions issued by the competent authority and adapt it to any changes to the Sectoral Plan for Universities approved by the Steering Committee for the PROCICAT Action Plan.

1. Scope of application

The measures set out in this document apply to the entire UPC community (students and teaching, research, administrative and service staff), seconded 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 this decision shall enter into force on the day after it is approved by the Governing Council and shall entirely replace those stipulated for Stage 3 in the approved lockdown easing plan. The Decision shall remain in effect for as long as the PROCICAT Action Plan for Emergencies Associated with Potentially High-Risk Emerging Communicable Diseases remains activated.

With respect to the introduction of specific measures that have a direct impact on the working arrangements of administrative and service staff, the general manager is authorised to issue instructions to ensure that affected staff have sufficient time (at least three working days) to adapt to changes to these arrangements.

3. Measures for the reopening stage

Organisational measures affecting academic staff

- For teaching to be delivered virtually, the academic unit responsible for the relevant degree must have previously scheduled the teaching sessions, and there must be a firm agreement between the staff member concerned and the unit. Teleworking will remain the preferred option for activities that can readily be carried out this way (class preparation, correction, tutorials, queries, research, etc.).
- When, following individual risk assessment in accordance with health authority guidelines, it has been determined that a member of the UPC's academic staff is particularly vulnerable to COVID-19 and the conclusions of the assessment have been reviewed by the Occupational Health and Safety Service, the necessary resources will be made available so that the staff member can telework, provided this arrangement is agreed by the person concerned and the academic unit to which they are attached. If this is not possible and the individual assessment report states that the employee may return to the physical workplace if specific measures are adopted, the staff member will be offered the option of returning to work subject to the provision of protective measures and the necessary training.
- Provided they can ensure that a minimum safe distance from students is maintained, professors may decide for themselves whether or not to wear a face mask while teaching. When they provide personal attention to students (in a classroom, office or laboratory) and cannot ensure that a minimum distance of 1.5 m will be maintained, both the professor and the person to whom they are providing personal

attention must wear face masks.

- To ensure that nearby students are protected while also providing the comfort of teaching without a face mask, face shields will be provided to professors who request them.
- Videoconferencing will remain the preferred system for holding meetings, especially when an in-person meeting would involve participants travelling from other campuses.
- Work-related travel will be avoided whenever possible. When staff must travel, before doing so they must personally ensure that they are aware of the protective measures they must take in the country, region and organisation they will be visiting and follow these measures at all times. Staff must also ensure that their travel insurance covers contingencies that may arise, particularly health contingencies related to COVID-19.
- Staff who are responsible for the care of children under 14 or dependent first-degree relatives and therefore have difficulty balancing the demands of work and family life will be given priority in choosing on-site shifts.
- Each academic unit will delegate one or more staff members to act as COVID-19 officers, whose role will be to monitor matters related to COVID-19 with the aim of coordinating measures and following up on the protocols implemented. These staff members will also act as contact people for the community linked to the unit and will be responsible for communicating any incidents related to planned measures, the need to restock personal protective equipment, etc.
- Selection processes to fill positions at the UPC will be conducted by remote means whenever possible. When on-site tests are held, the health and safety measures stipulated in relevant instructions must be adopted.

Organisational measures for administrative and service staff and general services

- As a general rule, in the reopening stage all staff must return to work, and a system of on-site and telework shifts will be adopted.
- In order to telework, staff must hold a job involving duties that can be performed this way. In other words, they must hold a job which, given its specific characteristics and the resources required to do the work involved, can be performed autonomously and remotely without the need for in-person supervision or continuous guidance. If the effective performance of the work duties associated with a position can only be ensured if employees are physically present at the workplace, these jobs may not be performed by telework.

- The telework guidelines agreed with union representatives, including the voluntary nature of this working arrangement and the need for agreement between the parties, must be adhered to at all times. Telework agreements concluded before the state of alarm was declared may be broadened, if the parties concerned agree, to increase the number of telework days and include staff who now wish to telework, provided this arrangement can be implemented in each case. The maximum number of days a staff member may work will remain three per week. Telework agreements may be revised by the parties concerned, with the emphasis on prioritising the needs of each service.
- Internal reorganisation and working-time flexibility measures will continue to be applied, and a new option, mixed telework, will be introduced. This option will involve staff working on-site for at least five hours on each workday and teleworking for the rest of their working hours.
- When the nature of a service and the duties performed allow, particularly vulnerable staff may telework up to four days a week. In exceptional cases, when a doctor has recommended that an employee should not work on-site for medical reasons, staff may telework up to five days a week.
- Staff who are responsible for the care of children under 14 or dependent first-degree relatives and therefore have difficulty balancing the demands of work and family life will be given priority in choosing which of the days established by their unit they wish to work on-site.
- The option of increasing flexibility with respect to start and finish times by one additional hour beyond the agreed margin will be maintained to make it easier for staff commuting by public transport to avoid peak travel times. In any event, the priority will be to re-establish the opening hours for services that were in effect before the state of alarm was declared. To achieve this, when assigning shifts, heads of services will need to give special consideration to staff commuting by public transport.
- The following working-time flexibility measures may be applied as alternatives or in combination: flexibilisation of start and finish times and adaptation of the period when employees must be present at work to stagger start and finish times. Both measures may be applied by assigning special work schedules on a temporary basis.
- Videoconferencing will remain the preferred option for meetings that would otherwise require participants to travel from other campuses and for meetings between staff of the same service when some are working on-site and others are teleworking.
- Electronic documents will be used whenever possible; printed documents will only be used when absolutely necessary.

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- Heads of management and support units will be responsible for monitoring matters related to COVID-19 with a view to coordinating measures and following up on the protocols implemented. In the case of general services, the head of each service will be responsible for monitoring and follow-up.
- Work-related travel will be avoided whenever possible. When staff must travel, before doing so they must personally ensure that they are aware of the protective measures they must take in the country, region and organisation they will be visiting and follow these measures at all times. Staff must also ensure that their travel insurance covers contingencies that may arise, particularly health contingencies related to COVID-19.
- Selection processes to fill positions at the UPC will be conducted by remote means whenever possible. When on-site tests are held, the health and safety measures stipulated in relevant instructions will be applied.
- Courses and other training activities will be conducted using digital technologies whenever possible.
- On-site training activities will be carried out only on an exceptional basis, and the health and safety measures stipulated in relevant instructions will be applied in such cases.
- To ensure that the needs of each service are covered, employees may be required to perform duties not specified in their job description provided that they are directly related to the reorganisation of services due to the SARS-CoV-2 outbreak.
- Staff may also be temporarily assigned to other services or units that need extra support. Organisational measures of this kind will be formalised through a temporary assignment of duties or functional mobility arrangements. Therefore, the assigned duties must be appropriate to the employee's function group, scale or category. In no case may such measures result in a decrease in remuneration.
- With respect to annual leave, leave for personal matters, and the work calendar, the following measures will remain in place:
 - a) As a general rule, all days of annual leave must be taken in August unless there are operational reasons why an employee must work during that month. In the latter case, as many days of annual leave as possible must be taken in August.
 - b) Notwithstanding the above, by mutual agreement between the person concerned and their unit head, employees may be authorised to take up to seven days of annual leave outside the month of August provided that the needs of the service are covered.

c) Steps will be taken to facilitate the taking of the following types of leave on a staggered schedule: leave for personal matters, additional days of leave for personal matters based on seniority, additional days of annual leave based on seniority, and hours allocated for participation in health promotion and professional development programmes. Bearing in mind that the provision of services must be ensured for leave to be authorised, it is recommended that staff take at least two thirds of the days and hours of leave they are entitled to by 31 August.

d) In the case of staff combining on-site work and telework, ensuring that the days and hours of leave referred to in the previous point are taken on days when the employee would normally be teleworking will be a priority.

Health and preventive measures for all UPC staff

- Staff considered especially vulnerable based on the risk groups defined by the Health Authority have an obligation to report this 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 are able to 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 especially vulnerable employees the option of providing a medical certificate issued by a public healthcare service, which will have the same validity and consequences.
- 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.
- As in previous stages, the Occupational Health and Safety Service will continue to adapt preventive measures related to work procedures in different areas and specific activities to any changes in the applicable regulations. Training and information sessions for staff groups returning to work at the UPC will continue to be offered together with the Professional Development Service and the Institute of Education Sciences.
- Anyone showing symptoms consistent with COVID-19 must not come to the UPC and has an obligation to report their symptoms via SalutUPC@aspyprevencion.com using the appropriate form. Any employee who develops symptoms while at the UPC must put on a face mask, leave immediately, and report their symptoms via the same channel. ASPY Prevención will follow up on and monitor cases deemed to be work-related. The procedure and form (continuously updated) are available at

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

- The procedure for detection of cases and identification of contacts when a suspected case of COVID-19 is reported or a case is confirmed (annexed to this document) must be followed to carry out monitoring and detection actions with respect to the possible chain of infection and take measures related to cleaning and disinfection of spaces.
- In all notifications referred to in this protocol that involve a person 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.
- People who do not have a very regular relationship involving close contact may not be separated by a distance of less than 1 m in enclosed spaces.
- Staff who are teleworking have the right to disconnect. Their rest time and personal privacy outside working hours and periods of availability must be respected.

Protective materials and equipment available to members of the UPC community

- Face masks (surgical or procedure) are mandatory:
 - for anyone who enters a UPC building;
 - when moving around inside buildings;
 - in any space and for any activity where it is not possible to maintain a minimum distance of 1.5 m or, equivalently, a minimum space of 2.5 m² per person.
- All UPC staff will be provided with surgical masks (available at reception desks).
- From July on, 50,000 reusable procedure masks will be distributed to staff and students, who must give their name to receive one.
- Hydroalcoholic gel dispensers for hand hygiene will be made available at the entrances to buildings (Punt Net) and in classrooms, libraries, study rooms, laboratories/workshops, assembly halls, dining halls and breakfast rooms, and common areas, such as corridors where dispensers can be installed on all floors of a building to ensure that hydroalcoholic gel is available to everyone. The cleaning service will be responsible for refilling dispensers until further notice.
- Spray bottles containing disinfectant products (solutions) for work surfaces will be made available in all shared workspaces, at reception desks, and in

laboratories and workshops. Spray bottles must be available to staff in visible places. The cleaning service will be responsible refilling spray bottles until further notice.

- Paper towel dispensers in libraries, laboratories/workshops, at reception desks and in toilets. The cleaning service will be responsible refilling these dispensers until further notice.
- Transparent methacrylate partitions at reception desks, counters and public service points.
- The use of personal protective equipment (face protection, FFP2 masks, gloves and other items) will be determined based on specific assessments of the risk of exposure to the SARS-CoV-2 coronavirus. These assessments will be conducted by the Occupational Health and Safety Service. The use of protective gloves can generate a false sense of security and is generally not recommended.
- It will be necessary to bear in mind difficulties related to market availability that exist at present or may arise in the future, and that may affect the UPC's ability to acquire protective materials and equipment. Measures to complement or substitute for those described will need to be established.
- Appropriate protocols and circuits will be defined for managing and removing specific waste products that will be generated in addition to the usual ones.
- Steps will be taken to encourage proportionate and appropriate use of protective materials and equipment.

General measures for buildings, spaces, facilities and equipment

- Notices and signs will be adapted to new regulations. Specifically, vinyl graphics and notices that refer to a safe distance of 2 m will be replaced by signage indicating a safe distance of 1.5 m.
- Vinyl graphics on horizontal surfaces, information notices in lobbies and passageways, signage in common spaces and facilities, and other similar elements aimed at reminding people of the measures that need to be followed will be maintained as in the previous stages.
- Separate exits and entrances will be designated in buildings where possible.
- To avoid congestion and facilitate movement of people, routes and the direction of walking will be signed where possible.
- Doors of spaces will be kept open, and doorstops or door retainers will be used to prevent accidental closure, provided that fire protection regulations permit the application of this measure.

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- It is recommended that staff and students use stairs and avoid taking lifts. When lifts must be used due to reduced mobility or for other reasons, individual use will be recommended, or, depending on the dimensions of the lift, the maximum occupancy will be determined and the places where occupants should stand will be indicated by placing vinyl graphics on the floor of the lift.
- Whenever possible, lifts will be configured in “taxi mode” (so that they do not make stops when occupied).
- HVAC systems will be set to increase air exchange, maximising ventilation with outside air even if this means not using energy efficiency systems. When recirculation of air cannot be avoided, it must be minimised.
- Ventilation systems will be turned on two hours before the start of activity and run at a lower speed for two hours after the end of activity before being turned off.
- Filters will be changed (and replaced with HEPA filters where possible) or cleaned and disinfected with virucides. Fan coil units and air conditioners will also be cleaned with virucides.
- Recommended levels of relative humidity (40%–60%) should be maintained whenever possible.
- Ceiling and portable fans, which simply move air around, will remain off until further notice.
- Sharing of materials should be avoided whenever possible. Equipment (computers, telephones, etc.) and work items such as staplers and pens should be for individual use.
- Specific notices will be put up at water fountains to inform users of the ban on drinking directly from them, and the use of foot pedals will be encouraged.
- Specific bins (with lids and pedals) will be placed in the common areas of buildings for the collection of waste related to personal protection measures (single-use face masks, gloves and paper towels). These bins will be placed mainly at the UPC Recircula recycling points located in common areas.
- Installation of UPC Recircula recycling points in all buildings will be completed to make it easier for users to find waste collection points and information on how to dispose of items correctly. To avoid dispersion of waste at multiple points and reduce the risk of infection, use of individual bins will be limited.
- Signs indicating the maximum occupancy of spaces will be posted. It is recommended that vinyl graphics with a red cross be used where possible to indicate places that may not be occupied until further notice.
- Self-protection plans will be reviewed, and as an exceptional measure for 2020,

online training and office drills will be held.

General measures for classrooms and laboratories

- Heads 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 in response to any contingencies that may arise. When making 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, ensuring compliance with the measures set out in this document that apply to activities carried out in the spaces assigned to their units. Within the general framework for action established, it is important to maintain the role of academic staff as authority figures who, for the benefit of participants in any given activity, may stress the need to follow instructions and guidelines on self-protection measures, or suspend activities when such 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 in 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 any follow-up action required 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.
- Professors may ask students to wear face masks in the classroom.
- Students must clean their hands when entering and leaving the classroom 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.
- Vinyl graphics with a red cross will be used to identify places that may not be occupied until further notice.
- When furniture is movable, a minimum distance of 1.5 m between occupied places will be maintained whenever possible.
- It is recommended that spaces where natural ventilation or adequate air exchange cannot be ensured not be used until further instructions are issued or corrective

action is taken.

- Intensive cleaning will be carried out from 6 a.m. to 9 a.m. and from 1 p.m. to 4 p.m. (depending on timetables). A minimum of one hour for cleaning must be left between morning and afternoon sessions, and this requirement must be taken into account in academic planning. Particular emphasis will be placed on ventilation and on cleaning and disinfection of surfaces and elements that may come into contact with people's hands.
- The use and circulation of printed documents will be minimised.

Specific measures for classrooms

- Teaching activities will be planned based on the requirement that occupancy of classrooms should allow a minimum space of 2.5 m² per person and/or that only 50% of all available places may be occupied. Seats in front of, behind and next to each place where a person is seated will be left vacant whenever possible. If a minimum distance of 1.5 m between occupants cannot be achieved with this arrangement, the use of face masks will be mandatory.
- When a class ends, windows will be left open until the start of the next class in order to allow air exchange.
- In cases of force majeure, 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.
- The section of the UPC budget for charges will be adjusted to include cleaning and disinfection expenses resulting from the new situation. The hiring out of spaces by the hour will cease temporarily. Until further notice, university spaces may only be hired out for half days or full days.
- In order to ensure recommended physical distancing when people are moving around UPC buildings, marked routes must be followed. When moving around buildings without marked routes, rules that allow people to move in an orderly manner and respect minimum safe distances must be followed. In general, when moving around and between and entering buildings, the recommendations contained in the guidelines on general preventive measures (prepared by the Occupational Health and Safety Service) must be respected.

Specific measures for computer rooms

- Maximum occupancy of computer rooms will be determined based solely on the number of computers (PCs or Macs) that can be used individually with a single chair per computer. If a minimum distance of 1.5 m between occupants cannot be achieved with this arrangement, face masks must be worn.

- Computer rooms will be used exclusively for teaching and practicals. The use of a computer room as an individual workspace may only be authorised if the student concerned uses their own computer.
- Spaces available in other buildings and classrooms for theory sessions may be temporarily re-purposed as computer rooms.
- Spray bottles containing isopropyl alcohol and dispensers of single-use paper towels will be made available in all computer rooms so that students can clean and disinfect keyboards, mice and work surfaces.
- Bins, preferably with lids and foot pedals, will be placed in all computer rooms for the disposal of materials used for cleaning.

Specific measures for teaching and research laboratories

- Laboratory practicals and research activity will be planned based on the requirement that occupancy of laboratories should allow a minimum space of 2.5 m² per person and/or that only 50% of all available places may be occupied and that tools and equipment should be for individual use only. When practicals involve moving around the laboratory or work is done in pairs, face masks must be worn.
- Staff carrying out activities in laboratories will be provided with spray bottles containing disinfectant and isopropyl alcohol and dispensers of single-use paper towels for the disinfection of equipment, tools, portable machines, equipment controls, benchtop equipment and any other equipment for shared use. Cleaning and disinfection products must be handled properly to avoid possible risks to human health. Before using these products, read the label, and follow the safety instructions.
- Two trays will be provided for laboratories: one for items that need to be sanitised (dirty material area) and one for sanitised items (clean material area). Users must check items that need to be cleaned and disinfected to make sure the cleaning products used are compatible. Care must be taken when cleaning any items with labels to avoid erasing information or damaging labels.
- Bins (with a lid and a pedal) will be provided for materials used for cleaning and for the disposal of waste that may be contaminated.

Specific measures for shared-use spaces: study rooms, libraries, group work rooms, meeting rooms, dining halls, etc.

- Occupancy of these spaces must be limited to ensure a minimum space of 2.5 m² per person. If in doubt, occupancy should be limited to 50% of available places. When the characteristics of a space make it impossible to ensure the recommended distance, the physical distance recommended as the criterion for determining

maximum occupancy will be applied.

- When entering and exiting spaces, users must clean their hands using hydroalcoholic gel. Gel dispensers will be available at appropriate locations.
- Lending of books and documents must be handled in a way that complies with the specific measures ordered to minimise the risk of transmission.
- Group work rooms and meeting rooms may only be used if booked at least two days in advance. Bookings must include 30 minutes for preventive cleaning. The computer booking system will send the cleaning plan for each room the day before it is to be used.
- Intensive cleaning of all libraries will be carried out from 6 a.m. to 9 a.m. and from 1 p.m. to 4 p.m. (depending on timetables). Heads of libraries and cleaning coordinators will agree a midday time slot for routine disinfection (between the morning and afternoon shift) based on the estimated time required. Particular emphasis will be placed on ventilation and on cleaning and disinfection of surfaces and elements that may come into contact with people's hands.
- Library staff will be provided with spray bottles containing disinfectant and isopropyl alcohol and dispensers of single-use paper towels for the disinfection of equipment that is for shared use and/or is lent out to users.
- Opening hours for dining halls and breakfast rooms will be limited: from 8 a.m. to 12 noon and from 1 p.m. to 4 p.m. These spaces will be cleaned before 8 a.m. and between 12 noon and 1 p.m.
- 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.).
- Doors and windows will be kept open for as much time as possible.

Specific measures for assembly halls

- Occupancy of assembly halls must be limited to ensure a minimum space of 2.5 m² per person. If in doubt, occupancy should be limited to 50% of available places. When the characteristics of a space make it impossible to ensure the recommended distance, the recommended physical distance between occupants will be used as the criterion for determining the maximum occupancy permitted.
- When conferences, symposiums and similar events are organised, a specific procedure must be developed to ensure appropriate personal protection measures, and this procedure must be included in self-protection plans.

- Organisers must take steps to ensure effective occupancy control.
- The distance between attendees and equivalent safe spacing may be reduced when the following conditions are met:
 - mandatory use of face masks;
 - registration and control of attendees;
 - measures to control the flow and movement of attendees in order to avoid crowding and people crossing paths unnecessarily.
- When entering an assembly hall, attendees must clean their hands using hydroalcoholic gel. Gel dispensers with foot pedals will be placed at entrances.
- Assembly halls where adequate air exchange cannot be ensured will remain closed until further notice.
- The section of the UPC budget for charges will be adjusted to include cleaning and disinfection expenses resulting from the new situation. The hiring out of spaces by the hour will cease temporarily. Until further notice, university spaces may only be hired out for half days or full days.

Specific measures for entrepreneurship, business incubation and co-working spaces, and spaces for associations

- Maximum occupancy of Emprèn entrepreneurship and/or co-working spaces will be determined based on the same criteria used for workspaces. Among other requirements, this means ensuring a minimum distance of 1.5 m between occupants or, equivalently, a minimum space of 2.5 m² per person at maximum occupancy.
- The person responsible for the space will adapt the maximum occupancy permitted and notify users of the new rules in effect after they have been submitted to and approved by the Office of the General Manager.
- Every association that has an assigned space will be asked to put in place the necessary safety measures, which should be in accord with those set out in this document for workspaces and common areas. These spaces will remain closed until the proposed measures have been submitted to and approved by the Office of the Vice-Rector for Students.
- Associations will be provided with the material required to apply approved measures.

Specific measures for toilets and changing rooms

- Doors to toilets will be kept open with doorstops or door retainers provided that the privacy of stalls and urinals can be maintained.

- To ensure better occupancy control in toilets, notices will be posted on the doors of stalls to advise users that they should be left open when stalls are not in use and only closed when they are occupied.
- Information notices will be put up to recommend the use of paper towels for hand drying. Notices will also instruct users to use a clean paper towel to wipe the surface of taps after touching them.
- Toilets and changing rooms will be cleaned at least three times a day, and the exact time of cleaning and the name of the person who did the cleaning and disinfection will be recorded on a grid posted in a visible place.
- Urinals will be taken out of use to ensure the minimum distance required. In no case will two adjacent urinals be left in use.
- Recommendations concerning the flushing of toilets with the lid down will be analysed. If appropriate, flushing instructions will be indicated using information notices and pictograms.
- Occupancy of toilets and changing rooms will be limited to ensure a minimum space of 2.5 m² per person. When the characteristics of a space make it impossible to maintain the recommended distance and respect the maximum occupancy permitted, changing rooms will be used in turns.

Cleaning protocols

- During regular cleaning of spaces, windows will be opened to ensure natural ventilation and air exchange.
- Particular emphasis will be placed on cleaning and disinfection of surfaces that may come into contact with people's hands.
- In addition to regular cleaning protocols, two additional protocols have been defined: preventive cleaning protocols (scheduled based on the guidance provided in this and other documents) and special cleaning protocols to follow if there is a probable or confirmed case of infection.
- In addition to regular cleaning duties, cleaning services will be responsible for ensuring an uninterrupted supply of single-use paper towels, hydroalcoholic gel and disinfecting liquids, and for removing additional waste collected in bins with lids and pedals.
- An audit and inspection of the quality of cleaning and air quality will be commissioned to ensure optimal health conditions in spaces.

Concessions: bars, restaurants, sports facilities, car parks, etc.

- These services will be inspected and monitored to ensure that they comply with regulations in force.
- For bars and restaurants, the use of terraces will be encouraged and steps will be taken to facilitate occupation of outdoor spaces and provision of outdoor services, provided that optimal conditions for food handling can be ensured.
- Service companies and concessions. Prevention and safety measures adopted must include and apply to other workers who come to the workplace (visitors, suppliers, workers employed by other companies or carrying out works or services, contractors and self-employed workers). All of these people must be provided with the necessary protective equipment by the service company or concession concerned. To document compliance with this requirement, they will provide a declaration assuming responsibility for compliance with the measures stipulated by the health and/or employment authority, signed by the owner of the business.
- Service companies and concessions that operate in UPC buildings will encourage payment by electronic means in both commercial establishments and beverage and/or food vending machines.

Procedure to follow when cases are detected and contacts are identified

Guidelines for action and collaboration by occupational health and safety services to deal with the COVID-19 pandemic, updated on 29 May 2020 by the Government of Catalonia's Service for Coordination of Occupational Health Actions

Investigation and management of cases and contacts

During this stage, when lockdown restrictions are being progressively eased, early detection of all potential cases of COVID-19 and identification of their close contacts is crucial to control transmission of the disease and prevent a resurgence.

Occupational health and safety services need to collaborate with health authorities in the early detection of all potential COVID-19 cases and in the process of identifying and notifying their contacts.

Case investigation and management

Occupational health and safety services must collaborate in the detection of potential cases by supporting the work done by primary care and hospital services and contributing to the epidemiological surveillance information system.

When a suspected case of SARS-CoV-2 infection is detected, the occupational health and safety service will instruct the person concerned to self-isolate at home and take a PCR test (or an appropriate molecular diagnostic test) within the first 24 hours. The occupational health and safety service may perform these tests provided that the requirements set by the Government of Catalonia's Service for Coordination of Occupational Health Actions are met (point 3.4 of the Guidelines for Action and Collaboration by Occupational Health and Safety Services).

All suspected cases must remain in isolation until PCR test results are available. Identification of the contacts of suspected cases must begin immediately.

For both suspected cases and cases that have been confirmed by the occupational health and safety service, the information indicated in Annex 2 of the Procedure for Dealing with Cases of Infection with the Novel Coronavirus SARS-CoV-2 during the Lockdown Easing Stage must be collected. Monitoring indicators.

For case management, the Procedure for Dealing with Cases of Infection with the Novel Coronavirus SARS-CoV-2 during the Lockdown Easing Stage must be followed. Monitoring indicators in point 5 of the procedure.

Contact investigation and management

Occupational health and safety services will be responsible for establishing mechanisms for investigating and monitoring the close contacts of suspected and confirmed cases at the companies to which they provide services. These activities must be carried out in coordination with epidemiological surveillance services and in accordance with the criteria stipulated in the Procedure for Dealing with Cases of Infection with the Novel Coronavirus SARS-CoV-2 during the Lockdown Easing Stage. Monitoring indicators.

Contact investigation must begin immediately when a suspected case is detected. The relevant period to focus on is from two days before the onset of symptoms until the time when the case is isolated. For asymptomatic cases confirmed by PCR, contacts in the period starting two days before the date of diagnosis must be sought.

Basic epidemiological data must be collected from all close contacts of confirmed cases by completing the form included in Annex 4 of the Procedure for Dealing with Cases of Infection with the Novel Coronavirus SARS-CoV-2 during the Lockdown Easing Stage. Monitoring indicators of the Catalan Public Health Agency (ASPCAT).

As a general rule, any asymptomatic person who meets the definition of a close contact of a confirmed case must be informed of the exposure and instructed to remain in home quarantine for a period of 14 days from the last contact with the confirmed case. These individuals must also be informed of the recommendations for close contacts of a confirmed case indicated in the Procedure for Dealing with Cases of Infection with the Novel Coronavirus SARS-CoV-2 during the Lockdown Easing Stage. Monitoring

indicators.

Action protocol for academic and administrative 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, this must be reported to the health area (ASPY Prevención) 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 Prevención medical staff will contact the person concerned to collect more personal information and identify close contacts in the workplace (people 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 Prevención 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 will inform the SPRL-UPC, in writing, of the people 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 or director 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 because they are teleworking will be informed that they must not come to the UPC until further notice.

The SPRL-UPC will inform ASPY Prevención medical staff of the contacts reported by the

head, dean or director of the unit so that they can contact and monitor them.

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

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

Anyone considered a close contact must self-isolate at home. ASPY Prevenció medical staff will monitor these contacts.

Close contacts must self-isolate at home until the corresponding suspected case has been confirmed or ruled out.

If the 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 physician if they need to obtain a certificate of incapacity for work.

ASPY Prevenció medical staff will report close contacts, in writing, to the SPRL-UPC, which will pass this information on to the head, dean or director of the unit concerned.

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

Organisational actions

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 (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 they can give the instructions required to apply the cleaning and disinfection procedure in the space where the infected individual was working. Please bear in mind the following recommendations:

Cleaning and disinfection standards must be in line with the guidelines provided on the Canal Salut page <https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/administracio-local/>, particularly the recommendations for cleaning and disinfection of establishments and premises where people gather and outdoor spaces where people gather.

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

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 Staff and Organisation Area for further consideration.

Action protocol for students

Health actions

As soon as a student shows symptoms consistent with COVID-19, they should report their condition to **061/Salut Respon** (a Catalan health service) and to the director of their school (directly, through a professor, or via the student support service for the school). When making a report, students should indicate the UPC spaces and facilities they have been present in in the last 48 hours and their close contacts (people with whom they have been in contact, at a distance of less than 2 m and for at least 15 minutes, in the last 48 hours).

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.

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 head, dean or director 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 or director 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 will be responsible for contacting the health authorities to receive

instructions on 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 from 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 further consideration.

Organisational actions

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 they can give the instructions required to apply the cleaning and disinfection procedure in the space where the infected individual was working. Please bear in mind the following recommendations:

Cleaning and disinfection standards must be in line with the guidelines provided on the Canal Salut page <https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/administracio-local/>, particularly the recommendations for cleaning and disinfection of establishments and premises where people gather and outdoor spaces where people gather.

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

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, since 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.prevenció@upc.edu) as soon as possible.

The SPRL-UPC will report the 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).

Apart from the notifications referred to above, the SPRL-UPC will inform the director of the Infrastructure Area so they can give the instructions required to apply the cleaning and disinfection procedure in the space where the infected individual was working. Please bear in mind the following recommendations:

Cleaning and disinfection standards must be in line with the guidelines provided on the Canal Salut page <https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/administracio-local/>, particularly the recommendations for cleaning and disinfection of establishments and premises where people gather and outdoor spaces where people gather.

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

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

UPC, 2 July 2020