
- Wearing a face mask is required inside the Center, regardless of the physical distance between people.
- Wash your hands frequently with soap and water, or if this is not possible, with the hydroalcoholic solution you will find in the various areas.
- Dry your hands thoroughly with a disposable paper towel.
- Avoid physical contact in greetings.
- Avoid touching your eyes, nose and mouth.
- Avoid using classmates’ material, equipment and devices as much as possible.
- Dispose of any personal hygiene items, and disposable handkerchiefs in particular, in the appropriate rubbish bins or containers immediately after use.
- After using material from the set, you must place it on the tables you will find in each workplace for subsequent disinfection by CITM staff.
- Smoking anywhere in the Center is prohibited, including outdoor and indoor areas on the premises, and in the entrances and on the pavements around the building.
- You must digitally sign the affidavit containing the commitment to comply with this protocol and the protection measures adopted by the Center. You will receive this document in your email.

- The Center's academic secretary will have disposable surgical masks for people who for justified reasons or circumstances arising from its use, have not brought a mask with them or it has become unusable.
- Maintain a personal safety distance of 1.5 metres at all times while walking around inside the Center. Move around the classroom as little as possible, and keep physical interactions to a minimum.
- Enter classrooms and common areas at intervals, avoiding congestion and complying with the applicable regulations.
- Follow the markings for walking up and down the stairs and avoid touching the handrail whenever possible.
- If you use the stairs at the same time as someone else:
  - Let people come off the stairs before using them.
  - Give way to people approaching you on your right.
  - When entering the stairs, give way to people who are already going up or down.
  - If a walkway narrows, give priority to the person who is already in the narrow area.

- Wash your hands with hydroalcoholic gel when entering and leaving classrooms. You will find a manual dispenser for hydroalcoholic gel at the entrance to each classroom.
- The layout of computer equipment, chairs and tables in each area in the classrooms may not be changed.
- Use the same work area in each classroom throughout the semester to improve the traceability of possible outbreaks.
- Whenever possible, keep the same members of working groups in face-to-face subjects. If possible, keep the same group in various subjects, in order to minimise contact with other students.
- Avoid raising your voice, as all doors will be open to prevent contact with door handles and to facilitate ventilation of indoor spaces.
- The study room will have a surface disinfectant spray and dispensers providing disposable paper, so you can clean and disinfect the keyboard, mouse and the work surface before using it.
- You will find a sign indicating the maximum capacity allowed in all the classrooms and spaces in the CITM. This capacity may not be exceeded under any circumstances.

The Center's specialist in issues related to COVID-19 is **Maria Costa Muñoz**. The email contact is [covid.citm@citm.upc.edu](mailto:covid.citm@citm.upc.edu) and the telephone numbers are 610 546 359 / 93 112 08 08.
- If you are not in the Center and have any symptoms (coughing, fever, breathing difficulty, etc.) that could be associated with COVID-19 or you are close contact or possible close contact of a positive case, do not come to the Center. Instead telephone 061/Salut Respon (the Catalan Health Service) and follow their instructions. You must also contact the Center's specialist in COVID-19 issues as soon as possible.

- If you are at the Center and have any symptoms (cough, fever, breathing difficulty, etc.) that could be associated with COVID-19, contact the Center's specialist in COVID-19 issues, and contact 061/Salut Respon (the Catalan Health Service) and follow their instructions.

- In the event that you subsequently test positive, you must contact the Center's specialist in COVID-19 issues as soon as possible in order to inform her and for the appropriate measures to be taken.

- The common areas in the Center (toilets, corridors, entrance, elevators, rest area, etc.) and the classrooms will be cleaned and disinfected more frequently and progressively at the end of activities.

- All loan material will be disinfected by CITM staff after each use.

- All spaces will be ventilated for at least 15 minutes before and after each session.

- All doors and windows will be open whenever possible.

- The Center recommends continuing to telework in external academic internships whenever possible. In the event that remote internships are not possible or some degree of face-to-face contact is advisable, they can be resumed or begin in face-to-face format, following the instructions and measures required by the company at all times.

- The Center's specialist in issues related to internships is Joan Pérez Pastor. His email is joan.perez.pastor@citm.upc.edu and his telephone numbers are 607 897 117 / 93 112 08 08.
Failure to follow the instructions in this protocol on your part may at the request of the teacher responsible for the activity lead to your being expelled from the classroom or teaching laboratory, or the activity being suspended, without prejudice to any disciplinary consequences that the Center's academic management establishes for this non-compliance.

Finally, we encourage you to install the RADAR COVID app for more effective management of possible resurgences of the pandemic.

Terrassa, 17/09/2021
Appendix I

AFFIDAVIT
IMAGE PROCESSING AND MULTIMEDIA TECHNOLOGY CENTER (CITM)

I, _______________________________ with Identity Card ________________________
a student on the course_____________________________

DECLARE

That I am aware of and I undertake to comply with the protection measures adopted at the Image Processing and Multimedia Technology Center (CITM) which are in force in the 2021-22 academic year, and in particular those relating to:

1. The obligation to wear a protective or surgical mask correctly when using any facilities located on the UPC University Campuses, and for any activity organised by the institution.

2. Following the instructions displayed on the signs in the various areas of the faculty/centre and the campus, especially with regard to:
   a) Maintenance of safety distances
   b) Following entrance and exit routes
   c) Cleaning hands

3. Following the lecturer's instructions in the classroom, and specifically when those instructions are aimed at adopting protective and control measures related to the pandemic caused by the COVID virus.

4. Following the instructions of the Center's COVID officer regarding all issues referring to the oversight of protection measures, and the obligation to maintain the quarantine established by the current regulations in order to avoid situations of risk or possible spreading of the pandemic.

5. Strict compliance with self-isolation measures, and not coming to the University's premises in person in the event of presenting symptomatology, or being advised to self-isolate due to possible contact or a positive PCR test.

6. Staying informed of the updates published on the CITM website and the Virtual Campus and on the websites of the competent health authorities, related to the protection measures that the University may take as a result of the evolution of the pandemic.
I also undertake to keep the Center, through the COVID manager, informed of any developments regarding my possible infection or symptoms consistent with COVID, and to permit the exchange of my personal data between the departments of the University, and between it and the Ministry of Health or competent health authorities, in order to facilitate tracing of possible infections in relation to case management.

Student's signature