

COVID-19 PROTOCOL FOR STUDENTS FOR ACTIVITIES TAKING PLACE IN THE TR12 BUILDING OF THE IMAGE PROCESSING AND MULTIMEDIA TECHNOLOGY CENTER (CITM).



Personal prevention measures

- 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.
- You must **register your presence in the buildings every day** when you attend in person **before each class**, using the QR attendance detection systems provided on each floor. This will improve our tracking of possible infections. Attendance cards with your QR code will be distributed to you in the classroom on the first day of class.
- 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.



Contact restrictions

- 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 or during teaching activities in the classrooms. 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 must also register your presence in the room at the Academic Secretary's Office beforehand, stating the time of entry.
- The dining area will be closed, and the vending machines will not be operational.
- 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.



Specific contingency plan in the event of the detection of symptoms or confirmed cases

The Center's specialist in issues related to COVID-19 is **Maria Costa Muñoz**. Her email is maria.costa@citm.upc.edu and her 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, 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, who will refer you immediately to the COVID room. When you arrive, 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.
- If you are quarantined or tested positive for COVID-19, you will be provided with access to online training to ensure that you can follow the course.

The UPC has established a series of decision and action measures (Section 13, document containing Complementary measures to agreement CG/2020/05/04 concerning the resumption phase of the reopening plan) for the management of quarantines in the event of outbreaks based on positive cases detected, which are described in Appendix II of this document.



Cleaning and ventilation

- 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.

- The current hand soap will be replaced by an antiseptic soap with a stronger disinfection agent.
- 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.



Internships

- 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, 15/09/2020.



Appendix I

AFFIDAVIT IMAGE PROCESSING AND MULTIMEDIA TECHNOLOGY CENTER (CITM)

I, _____ with Foreigner Identity Number
_____ 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 2020-21 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.



7. If I am considered a member of a high-risk group, I will consult my general practitioner regarding whether to attend face-to-face teaching and if so, the specific measures that I should take. The official list of diseases that should be taken into account in this respect can be consulted at:

<https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/ciutadania/>

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



Appendix II

FACTORS IN DECISIONS TO ESTABLISH QUARANTINES AND/OR PARTIAL OR TOTAL CLOSURES OF THE CENTER'S FACE-TO-FACE LEARNING ACTIVITIES IF APPROPRIATE

In general, in the absence of specific prevention and traceability measures that enable specific measures to be taken, the factors taken into account in decisions to establish quarantines and/or partial or total closures of the centre's face-to-face learning activities if appropriate, will be as follows:

In the event of a one or more members of a subject group who have attended face-to-face teaching in the last 14 days or the regulatory quarantine period established by the authorities testing positive, the entire group will be deemed to have been in close contact, meaning that quarantine for the entire group must be recommended for 14 days (or the time established by the authorities) after the most recent contact with the case, monitoring the appearance of new cases. Face-to-face teaching activities for this group will be suspended as a result.

The Center will send a message to the whole group via the virtual campus and SMS, stating that the subject will be taught online from that point, and the group's face-to-face activities in the subject will be suspended for 14 days. At the same time, the students affected should not attend the school and campus facilities in person for 14 days (or the time stipulated by the authorities), bring their case to the attention of the Center's COVID officer and the Primary Healthcare Centre (CAP) so that consideration can be given to carrying out the appropriate tests and the guidelines for action in cases of self-isolation can be passed on to them, and keep the Center informed of developments in their case at all times.

All the subjects in which the student has engaged in face-to-face activities during the 48 hours prior to the case being reported will be temporarily suspended.

The lecturer who has taught this subject face-to-face will only be considered as being in close contact and therefore liable for quarantine if he/she has been in contact for at least 15 minutes with one of the students at a distance of less than 2 metres.

When this is the case, or is suspected, the Center's COVID officer must be notified so that the Prevention Service can be informed, and if necessary this Service will provide guidance regarding the measures to take or monitor the situation. If quarantine measures are adopted, all the subjects taught by this lecturer, and not only the subject in which the positive case has been detected, will move online.

In the event of two members belonging to two different groups who have shared the same space (a classroom in a building, etc.) testing positive, all



the members of the groups may be considered as having been in close contact, and therefore depending on the epidemiological surveillance assessment, the groups in that space may be recommended to adopt quarantine measures for 14 days (or the time stipulated by the authorities) from their last contact with the case, with the appearance of new cases monitored. Face-to-face teaching activities in the affected area will therefore also be suspended for 14 days, or the stipulated regulatory period.

In the event of two or more members of groups using different spaces in the same centre testing positive, the entire subject group will be deemed to have been in close contact, meaning that quarantine for the groups affected must be considered for 14 days (or the regulatory period established by the authorities) after the most recent contact with the case, with the appearance of new cases monitored. The management of the centre will also consider suspending face-to-face activities at the centre for the next 14 days.

The transition from face-to-face to online teaching should not interrupt progress in the subject in any of the scenarios described above. It is under all circumstances the responsibility of the teaching staff coordinating the subject, with the teaching staff concerned, to inform the Center and the students regarding the rescheduling of the face-to-face activities affected, in order to ensure achievement of the academic objectives anticipated for the subject and the semester.

The escalation of decisions relating to the suspension of the Center's face-to-face activities will be the result of assessment on the ground by the health authority in coordination with the Center's management in all cases

Terrassa, 15/09/2020