

COVID-19 PROTOCOL FOR TEACHING STAFF 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.
- 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.



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 meters at all times while walking around inside the Center.
- 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.
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- 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.
 - Queries, tutorials and other direct interactions between teachers and students should be carried out online. They may take place in person under exceptional circumstances. Please contact the Academic Secretary's Office to request the space, where you can also request an individual work space if you need one. A maximum of 5 people may attend, and the safety distance of 1.5 metres must be maintained.
 - Teaching staff should avoid walking around the classroom.
 - Avoid raising your voice as much as possible, as all doors will be open to prevent contact with door handles and to facilitate ventilation of indoor spaces.
 - 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**. The email contact is 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, 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.

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 I 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 each activity.
- 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.
- The lecturer's space and equipment will be cleaned and disinfected with each change of class.

Each member of teaching staff is responsible for students' compliance with the measures, and may if necessary, expel people who do not comply from the classroom or teaching laboratory, or suspend the activity, and immediately inform the Center's management academic and the Center's specialist in COVID-19 issues.



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

Terrassa, 07/10/2020



Appendix I

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 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, 07/10/2020