COVID-19 PROTOCOL FOR TEACHING STAFF OF THE IMAGE PROCESSING AND MULTIMEDIA TECHNOLOGY CENTER FOR ACTIVITIES TAKING PLACE IN THE TECH TALENT CENTER (TTC) BUILDING.

- 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 in the TR12 building in Terrassa, 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.

- 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.
- Use the stairs and only use the lifts if this is essential. Use of the lifts will be limited to one person per journey.
- Avoid touching the handrail on the stairs when you use them.
- 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.

- Queries, tutorials and other direct interactions between teachers and students should be carried out online. They may take place in person under exceptional circumstances.

- 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.

- You will find a sign indicating the maximum capacity allowed in all the classrooms and spaces in the TTC. This capacity may not be exceeded under any circumstances.

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The Center's specialist in issues related to COVID-19 is Ana Hernández Zancada.  
The email contact is covid.citm@citm.upc.edu and the telephone numbers are 610 531 667 / 93 112 08 08.

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- 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 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, 17/09/2021