



ACTION PROTOCOL OF THE FUNDACIÓ POLITÈCNICA DE CATALUNYA AFTER THE ACTIVATION OF THE CORONAVIRUS (COVID-19) HEALTH ALERT

Barcelona, 10 March 2020

1. Objective and Monitoring and Control Committee.

The objective of this Protocol is to establish the procedure for action given the activation of the coronavirus (COVID-19) health alert, and the methodology and the general rules that the staff at the TTC and TR12 work centres, teaching staff and lifelong learning and bachelor's degree course students will have to take into account, as well as to convey a message of calm and to provide the necessary information at all times.

The Covid-19 Monitoring and Control Committee (hereinafter Covid-19 MCC) of the Fundació Politècnica de Catalunya (hereinafter FPC) was created on 10 March, to assess and establish the measures necessary, based on the information received and the circumstances prevailing at any given time. This Committee will meet daily, and inform the FPC prevention officers (Montse Cavero Catalán and Anna López Font) of any possible updates to this Protocol, for subsequent circulation.

The CSC Covid-19 consists of the following people at the FPC:

- Gerard Campanera Mercè (Head of Systems and Services and of the Academic Secretary's Office of the Image Processing and Multimedia Technology Center).
- David García Sáez (Head of Human Resources).
- Isabel Torras Junoy (Deputy Director).

The Covid-19 MCC will notify the Ministry of Health of the Government of Catalonia, the UPC Prevention Service and the External Prevention Service (Prevint) of any significant changes arising from the circumstances mentioned above, and in each case will decide upon the application of the relevant measures, depending on the information available.

This Protocol was published on the websites of the FPC and its virtual campuses on 10 March, and will be subject to review depending on events.



2. Procedure for action.

2.1. Procedure for FPC staff.

2.1.1. If you have been in contact with people who have been to high risk areas or you have recently travelled to high risk areas and have no symptoms.

As a preventive measure, you must stay at home and contact the Human Resources department (hereinafter the HR Dept.). The FPC will provide you with the equipment necessary for teleworking. The HR Dept. will monitor each case.

2.1.2. If you think you have symptoms of coronavirus (whether or not you have been to high risk areas, or have recently travelled to high risk areas), or you have been in contact with people with coronavirus.

If you have cold or flu-like symptoms (fever and cough or shortness of breath), or you have been in contact with people affected by coronavirus, you must stay at home and contact the HR Dept., in addition to telephoning the CatSalut health service on 061, who will assess your health. If you are self-isolating, you will need to apply for sick leave for common illness at your public primary healthcare centre, and email it to the HR Dept., putting your head of department in copy.

2.1.3. If you are at risk of having any respiratory disease.

You can inform the HR Dept. and the FPC will provide you with the equipment necessary for teleworking at your request. The HR Dept. will monitor each case.

2.1.4. If you are a worker at the FPC who has tested positive for coronavirus, you should proceed as follows:

1. Immediately notify your head of department and the HR dept by telephone, or by email if this is impossible.
2. The members of your work team will have to self-quarantine for the stipulated number of days, and the FPC will provide them with the equipment necessary for teleworking.
3. The head of the department will notify the MCC, which may be able to establish other preventive measures and determine whether any other people at risk.

In any of the above cases, the contact person is David García Sáez, head of the HR Dept. His telephone number is (34) 673 613 588 and his email is recursos.humans@fpc.upc.edu.



2.2. Procedure for students and teachers.

2.2.1. If you have been in contact with people who have been to [high risk areas](#) or you have recently travelled to high risk areas and have no symptoms.

As a preventive measure, you must stay at home or in your hotel, and notify the training officer of your programme (master's degree, postgraduate or continuous training course). You can contact him/her by telephoning (34) 93 112 08 08 or by e-mail at info.upcschool@talent.upc.edu. If you are a student or teacher at the Image Processing and Multimedia Technology Center (CITM), you must contact the CITM Academic Secretary's Office (bachelor's degrees) by telephoning (+34) 93 112 03 67 or by e-mailing the Center at secretaria.academica.citm@citm.upc.edu.

If possible, the FPC will provide you with the means of access to study by means of distance learning (online) or will inform you about the action to take in your case.

2.2.2. If you think you have symptoms of coronavirus (whether or not you have been to high risk areas, or have recently travelled to high risk areas), or you have been in contact with people with coronavirus.

If you have cold or flu-like symptoms (fever and cough or difficulty breathing), or you have been in contact with people affected by coronavirus, you must stay at home or at your hotel and in addition to contacting CatSalut on 061, you must notify the training officer of your programme (master's degree, postgraduate or continuous training course). You can contact him/her by email at info.upcschool@talent.upc.edu or by telephoning (34) 93 112 08 08. If you are a student or teacher at the CITM, please contact the CITM Academic Secretary's Office (bachelor's degrees) by emailing secretaria.academica.citm@citm.upc.edu or by telephoning (+34) 93 112 03 67.

If possible, the FPC will provide you with the means of access to study by means of distance learning (online) or will inform you about the action to take in your case.

2.2.3. If you are at risk of having any respiratory disease.

You can inform the training officer of your programme (master's degree, postgraduate or continuous training course). You can contact him/her by email at info.upcschool@talent.upc.edu or by telephoning (34) 93 112 08 08. If you are a student or teacher at the CITM, please contact the CITM Academic Secretary's Office (bachelor's degrees) by emailing secretaria.academica.citm@citm.upc.edu or by telephoning (+34) 93 112 03 67.



If possible, the FPC will provide you with the means to study by means of distance learning (online) or will inform you about the action to take in your case.

2.2.4. If you are a student or teacher who has tested positive for coronavirus, you should proceed as follows: :

1. Notify the training officer of your programme (master's degree, postgraduate or continuous training course) by telephone (34) 93 112 08 08 or by email info.upcschool@talent.upc.edu. If you are a student or teacher at the CITM, please contact the CITM Academic Secretary's Office (bachelor's degrees) by telephoning (+34) 93 112 03 67 or by e-mailing secretaria.academica.citm@citm.upc.edu.
2. The FPC will inform the other participants in the programme of the procedure to follow.
3. Anyone who has had previous contact with the affected person must self-quarantine for the stipulated number of days.
4. Workers who have been in contact with the affected person must follow procedure 2.1.2. of this Protocol.

N.B.: The Programmes Department and the CITM Academic Secretary's Office will immediately inform the HR dept.