

UPF - BARCELONA SCHOOL OF MANAGEMENT COVID-19 PROTOCOL

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The evolving situation regarding COVID-19 requires constant adaptation of the environment in order to contain the spread of the virus. For that reason, UPF - Barcelona School of Management's Management and Health and Safety Committee have considered it necessary to implement measures to contain and control infection by novel coronavirus in accordance with the health authorities' instructions.

The purpose of this management procedure is to design and plan action areas to make it easier to return to face-to-face activity in accordance with the recommendations and instructions issued by the authorities responsible for control and monitoring of the COVID-19 disease.

It is everyone's responsibility to follow the various measures included in this document. We are thus requesting your collaboration to avoid possible infections.

1- General considerations

- As a general rule, only the following people may enter the building:
 - Students and lecturers who have on-campus classes scheduled
 - They must not have sudden-onset acute respiratory symptoms compatible with SARS-CoV-2 coronavirus infection (fever, cough, headache and/or sore throat or general malaise, or shortness of breath, loss of sense of smell or taste, muscle aches, chest pain or diarrhoea) and, in particular, a body temperature equal to or greater than 37.5°C.
 - They must not live in the same home as people who have symptoms of the disease.
 - They must not have been in contact with people who are ill or suspected of being ill in the last fourteen days.
- They must disinfect their hands when entering the building.
- They must wear a facemask inside the building, in both communal areas and inside rooms, and, whenever possible, keep a safe distance away from other people.
- Keep a safe distance of 1.5 metres away from other people at all times.
- Follow a frequent hand-cleaning protocol. The most effective way is washing with soap and water, together with the use of hydroalcoholic gel.

2- Entering and moving inside the building

- Entering and exiting the building, at the start and end of the day, will be organized to prevent crowds from building up at particular moments, seeking to ensure people maintain the safety distance of 1.5 metres.
- As a general rule, you must always walk on the right-hand side of corridors and staircases, beside the wall, ensuring you keep away from people who may be walking in the other direction.
- You must not walk alongside other people, only in single file, keeping 1.5 metres away from the person in front of or behind you.
- The use of lifts is restricted to people with reduced mobility, chronic health problems and/or those who have to handle heavy loads manually. In any case, only one person may use the lift for each journey and facemasks must be worn.

3- Individual and collective measures

- Avoid touching your face, especially your eyes, nose and mouth.
- Cover your mouth and nose with single-use tissues or the crook of your elbow when coughing and sneezing.
- Avoid any physical contact when greeting people or saying goodbye.
- Do not share keyboards, tablets, computers, personal items (glasses, landline or mobile phones) or office materials.
- Communal areas such as the cafeteria, outdoor seating area, computer rooms and study rooms will be temporarily closed.
- Drinking water fountains will be out of use. We recommend everyone to bring their own water bottle.
- Use of toilets will be limited to one person per bathroom.
- Rooms must be entered and exited in a queue, maintaining safety distances and avoiding crowding.
- You may not leave the classroom during breaks.

4- Protocol for notifying and monitoring cases of possible infection

- If any student or lecturer experiences the sudden onset of symptoms compatible with COVID-19, he/she must inform the program director. The participant must also notify his/her Primary Care Centre of his/her situation or call 061 and follow the instructions given by the health authorities.
- The program director will contact the program manager so that he/she may assess who the participant may have had contact with (other participants, faculty and workers).
- The program manager shall inform the rest of the students so they may take strict precautions and watch out for any possible symptoms.
- If the suspected case is not confirmed and is ruled out, the contacts will be duly informed.
- If you belong to a risk group, the course manager will inform you before you enter the building. (Pregnant women, people more than 60 years old, those suffering from cardiovascular disease, chronic lung disease, severe chronic liver disease, diabetes, chronic kidney failure, morbid obesity (BMI>40) or those who are vulnerable due to undergoing certain medical treatments such as cancer treatment or taking immunosuppressants).

5- Recommendations

Whenever possible, you should travel to the building using personal transport such as a bicycle, motorbike or car, or go on foot.

If you must use public transport for your journey:

- Try to avoid rush hours and, whenever you can, follow flexible entry and exit times.
- Wear a facemask.
- Keep a safe distance away from people on platforms, at stops and inside vehicles.
- If you meet people you know, avoid contact with them and always keep the recommended distance away from them.
- Try to touch parts of the vehicle such as buttons, bars, doors, seats and glass, etc. as little as possible.
- Do not use the lift if the mode of transport has one; if you must use it, do so alone. It

is best to take the escalator or walk up and down stairs, and always keep a distance of one and a half metres away from people.

- When you get off public transport and arrive at your destination, thoroughly wash your hands with soap and water, and use hydroalcoholic solution.

When you get home:

- Avoid taking the lift or, if you do, do so alone.
- If you meet neighbours, maintain the minimum safety distance.
- Leave your shoes, bag, keys, helmet, wallet and other items you do not need at home at the entrance.
- Wash your hands straightaway. Handwashing is essential and should be performed with soap and water, together with hydroalcoholic solution.
- Avoid wearing outdoor clothes inside the home. Shower, change your clothes and avoid shaking the dirt off your clothes before washing them.
- Clean the items you will use inside your home, such as your mobile phone, tablet or glasses, with soap and water, together with a hydroalcoholic solution.