

SPECIFIC PREVENTION PLAN FOR BIOLOGICAL RISK DUE TO COVID-19

CONTINGENCY PLAN BLANQUERNA SCHOOL OF COMMUNICATION AND INTERNATIONAL RELATIONS

September 2021

1. INTRODUCTION AND JUSTIFICATION

The health crisis which developed out of the emergence of COVID-19, considered to be a global pandemic by the World Health Organization, as well as the measures decreed by the authorities to minimize the chances of personal contagion have led to an exceptional working situation.

The goal of this document is to bring together the advice, measures, and procedures that will guide the return of students to face-to-face academic life at the Blanquerna School of Communication and International Relations in order to minimize the risk of contagion. The content has been prepared by the Health and Safety Committee of the university which is the body that has been legally authorized and approved by the School's Management Team to monitor and ensure compliance.

Nevertheless, these measures will be subject to review or modification according to how the epidemiological situation evolves and in accordance with instructions, guidelines of the competent authorities, and the approval or modification of corresponding regulations.

2. PREVENTIVE MEASURES

University buildings cannot be accessed by anyone:

- o **Who has symptoms corresponding to COVID-19** (dry cough, fever, breathing difficulties, loss of the senses of smell or taste, etc).
- o **Who has been diagnosed with COVID and has not completed the required period of isolation.**
- o **Who is within the period of in-house quarantine for having been in close contact with someone showing symptoms or who has been diagnosed with COVID-19.**
- o **Remain pending the results of a PCR requested by a healthcare professional.**

In all of these cases, follow the recommendations issued by the Public Health Service and **notify the office of the Dean about your condition via email to the following address: COVIDFCRI@blanquerna.url.edu**. The office of the Dean will inform the director or your degree program, or other person responsible of your situation.

If anyone develops symptoms which correspond to those associated with COVID-19 **while at the university**, they must take precautions to maintain personal distance from others, observe hygienic protocol, and **leave the premises**. If necessary, he or she will be accompanied to a reserved space where their temperature will be monitored and emergency medical services will be contacted at 061. **The Dean's Office will be notified** immediately of the circumstances. In the event that symptoms are serious or the individual experiences difficulty breathing, then the emergency number 112 will be contacted.

FCRI Blanquerna will maintain a record and keep control of people who have been exposed to COVID-19 as well as incidents of exposure to COVID-19.

In the event that the university receives confirmation of a positive case of COVID-19, it may take preventive measures by moving the learning activities of the affected group into virtual classrooms (Google Meet) pending the indications of the healthcare authorities.

The teachers of each subject will provide the means necessary to follow the content of the face-to-face classes for any student who cannot attend class due to the instructions given by the healthcare authorities, prior notification sent to the email address **COVIDFCRI@blanquerna.url.edu**.

3. ORGANIZATIONAL PROTECTION AND PREVENTION MEASURES

The use of an approved mask is mandatory in any area of the university where teaching activities are carried out or in work areas for public use or which are open to the public. In all other work areas and outdoors spaces, the use of a mask will be in accordance with that established by the healthcare authorities at all times.

With prior authorization from the Dean's Office, anyone who suffers some type of respiratory illness or difficulty that is incompatible with the use of the mask and who provides an appropriate medical justification are exempt from using a mask.

Maintain an interpersonal distance of 1.5 meters between members of the university community. This distance may be reduced to 1 meter (while maintaining proper preventive measures) depending on the space available for each academic activity.

It is necessary that everyone on campus respects the rules of prevention and personal hygiene. **Hand washing with soap and water or with hand sanitizer is one of the most effective preventive measures.** It is recommended that this be done frequently upon arrival to and exit from the premises, before and after meals, before and after using the restrooms, before and after moving between activities, or after using material and or equipment that is shared (photocopiers, computers, etc.), and especially after coughing, sneezing, or after touching potentially contaminated surfaces.

Avoid touching your eyes, nose, or mouth.

Cover your mouth and nose with a tissue when you cough and sneeze and throw it in a covered trash can. If tissues are not available, use the inside of your elbow to avoid contaminating your hands.

Rules governing the proper use of the installations as indicated by the signs must be respected. Emphasis must be placed on the need to respect the direction of traffic in the halls

and staircases, as well as **the prohibition to use the stairs or areas between classrooms to sit on the ground and/or to congregate.**

Avoid the concentration of large groups of people in the hallways and shared areas at all times. Likewise, classrooms must be entered and exited in an orderly and stepwise manner.

Movement between areas within the school and between buildings must be limited and done only when strictly necessary. **Moving between areas in groups should be avoided.**

We will continue to ensure that the doors of the areas remain open, as long as fire protection regulations or weather conditions permit.

It is recommended to avoid meetings and contact among workers while prioritizing the use of the telephone, email, or videoconferences.

Each **photocopying machine** shall have a dispenser **for hand sanitizer to clean your hands both before and after use.**

Use of elevators is restricted to one person at a time. It is recommended to use the stairs.

In cases where there is a visitor from outside the university, it is recommended to meet the person at reception and accompany them to the door when they leave.

Drinking directly from the water fountains will continue to be prohibited.

Non-compliance with any of the measures indicated within this document will imply an act of serious misconduct and will entail consequences which may include the student's expulsion for a period of time determined pertinent.

4. MEASURES SPECIFIC TO DIFFERENT AREAS OF THE UNIVERSITY

4.1. MAIN BUILDING

Access to the building will be through Plaça Joan Coromines. At those times during which the flow of traffic tends to be greater, other doors will be opened in order to ease the flow of those leaving the premises.

While entering through the turnstiles, respect the signs on the ground and keep a proper social distance.

The two staircases in the main building will be uni-directional: Access to upper floors will ONLY be via the main staircase (by reception), and downward traffic will be via the staircase which gives access to the dining hall.

While passing through the turnstiles, **respect the signs on the ground and keep a proper social distance.**

Respect the signs above the seats which may be occupied on the sofas in the lobby.

At the beginning of the semester, students will be attended preferably by telephone or e-mail. In cases where personal attention is required, an appointment must be made. The attention will be individual (see Annex 1).

4.2. LIBRARY

Returning loaned material will be done by means of a drop box located the outside of the office. Social distance must be respected when returning material and while moving from place to place within the building.

Directional indicators marked on the floor and walls must be respected. **The two staircases of the building will be uni-directional:** access to the upper floors will be done only by the staircase by the toilets, and the staircase by the elevator must be used to go down.

A green marker will indicate that the area has been disinfected. **Before leaving, the marker must be turned so that the red side is facing up.**

4.3. CLASSROOMS AND WORK SPACES

Entrance to classrooms and other work spaces must be done one by one to avoid crowding.

The maximum occupancy indicated in each area must be respected at all times.

When a classroom **has two doors, one will be used as an entrance while the other will function as the exit.**

Whenever possible, doors and windows will remain open.

When a class ends, the Windows will be opened until the beginning of the following class in order to allow new air to circulate.

Before entering classrooms or other work areas, use hand sanitizer which is available either inside the classroom or in the hallway. This must be done whenever there is a change of

rooms.

4.4. SHARED AREAS

A green/red card will be available where there is shared equipment in order to signal whether the equipment is clean, or must be disinfected. It is requested that everyone carries out the proper procedure to make sure the information is correct. If it is necessary to contact cleaning personnel, go to or call reception (ext. 6000).

Whenever possible, keep tables cleared in order to ease the work of the cleaning staff. It is recommended to keep work documents stored in cabinets or drawers.

Please keep personal items stored in order to avoid unnecessary contact.

4.5. RESTROOMS

Soap, waste bins with pedal-operated lids, paper towels or tissues will be available in all restrooms. Air hand dryers shall be disabled until further notice.

Where possible, the main door to the restrooms shall be left open. Inside the common area, social distance shall be maintained. In small restrooms, priority should be given to individual use.

4.6. CAFETERIA

Cafeterias are places that require special attention since no masks are worn while eating, so good hand hygiene must be maintained and the minimum social distance between individuals and tables must be respected.

Electronic payment will be encouraged and food must be reserved in advance by filling out a form (more information is posted in the cafeteria).

The cafeteria will be subject to the preventive measures of the provider ARAMARK and its specific regulations.

5. GENERAL CLEANING, VENTILATION AND DISINFECTION MEASURES

A specific cleaning and disinfection plan for the three centers will be agreed upon between the office of the Dean of the FCRI Blanquerna and the cleaning company (DEYSE) in accordance with the current situation and adapted to the different work areas. This protocol:

- ensures that all areas are cleaned and disinfected at least once a day. It is recommended that toilets be cleaned and disinfected a minimum of 2 times a day;
- offers an intensified cleaning and disinfection plan for shared areas (entrance ways, corridors, elevators, toilets, door handles, changing rooms, windows, etc.) as well as for shared material (chairs, tables, computers, etc.);
- includes hand sanitizer dispensers for the different areas of the university of a sufficient number to cover to the whole community;
- provides for tissue or disposable wipe dispensers for the disinfection of personal objects (keyboard, mouse, remote controls, microphones, keys, telephone, etc.) in the different work areas.

Soap, waste baskets with foot pedal-operated covers, wipes and/or tissues will be available in all restrooms. Until further notice, electric hand dryers will be disabled.

All the areas at the university are equipped with air conditioning and ventilation systems that allow the air to be refreshed. Ventilation starts at least 2 hours before the opening of the building. Handles to open the windows will be available at the reception desk.

- In general, it is advisable **to ventilate the facilities by keeping the windows and/or doors permanently open, whenever possible.**
- **A balance must be sought between ventilation and thermal and acoustic comfort.** Therefore, they must be opened as frequently as possible and kept open as long as possible when it is not feasible to keep them open at all times.
- **The windows must be opened at the end of the classes and remain open until the beginning of the following class** in order to refresh the air.

6. COVID TRAINING FOR FACULTY AND STAFF (new employees)

The current health regulations require an online training course on COVID-19. The course is called "Coronavirus COVID-19" and there are versions available in Catalan (Coronavirus COVID-19-CAT) and in Spanish (Coronavirus COVID-19), and as a teacher you will have to certify completion of the course. It is accessed by opening the following web page:

<https://portem.blanquerna.edu/fitxers/INSTRUCCIONS-PER-A-ACCEDIR-A-LA-FORMACIO-ON-LINE-ADAPTAT-FB.pdf>

This can be accessed using the following keys

User:

Biblioteca FCRI:

BLANQUERNA2FCRI:

BLANQUERNA4

Password: BLANQUERNA20

Once you have logged in, you will be able to choose the language of the course by clicking on

the corresponding buttons at the top right. You will find the course manual in the link labeled "book", which you will need to consult before filling in the "questionnaire".

* IMPORTANT: After finishing the questionnaire (exam), save it as a PDF and send it to jperez@icese.es (it is not necessary to sign it).

7. PERSONNEL WHO ARE ESPECIALLY SENSITIVE TO COVID-19

"Especially sensitive personnel" are those people who have been diagnosed with any of the following conditions: heart disease, chronic lung disease, cardiovascular disease, chronic kidney disease, hypertension, chronic liver disease, diabetes, immunosuppression, morbid obesity (BMI>40), those under active cancer treatment, who are pregnant, or over 60 years of age.

The Sectoral Plan for Universities approved by PROCICAT on July 21, 2021, in the section Health and preventive measures, establishes that personnel who are especially sensitive to SARS-CoV-2 may continue to attend work as long as their clinical condition is controlled and allows them to do so while maintaining the protective measures in a rigorous manner. In case of doubt, and at the request of the person concerned, the occupational health unit of the risk prevention service will assess their situation as regards risk of coronavirus infection and issue a report on the necessary preventive and protection measures and adaptation of the workplace.

(You can view the PROCICAT document at the following link:

https://interior.gencat.cat/web/.content/home/030_areas_dactuacio/proteccio_civil/consells_autoproteccio_emergencies/coronavirus/fases_confinament/plans-de-desconfinament-sectorials/Centres-docents/2021_07_21-DRU_UNIVERSITATS-CURS-21_22.pdf

Consequently, people in any of the situations described above can ask (Head of General Services, Ms. Carme Navas) to request the health assessment service to evaluate their situation as regards their risk for coronavirus infection.

8. NEEDS FOR CONCILIATION DUE TO CARETAKING DUTIES FOR FAMILY MEMBERS

The possible needs for conciliation due to caretaking duties for family members affected by COVID-19 shall be governed by the provisions of the MECUIDA Plan included in Article 6 of R.D.-law 8/2020, while in force, and by all other regulations that may be applicable.

Before the start of the new school year 2021-2022 in the context of the Covid-19 pandemic and without dissenting from decisions that may be taken by the Council of Ministers in this area, the Board of Directors of the Blanquerna Foundation has decided: "To offer the possibility of working online to workers who have children in their care under 14 years of age (inclusive) and in quarantine, having been diagnosed or not with Covid-19".

An employee (teachers and investigators, or service and administration staff) of the FCRI Blanquerna who is in this situation must inform the Head of General Services of the university

(Carmenf@blanquerna.url.edu) and provide documentary proof of the circumstances (email from the school, certificate from a medical center, etc.). Likewise, notice must be given after the quarantine is lifted (with the relevant documentation, if any). If the employee's duties cannot be carried out online, the dean will study the particular case to find options according to the needs of the employee and the school (special timetable, reduction of time spent on duties carried out face-to-face, change of tasks, etc.).

Annex 1

COVID email: COVIDFCRI@blanquerna.url.edu

Information- Future Students: infofcricri@blanquerna.edu

Reception: recepciofcricri@blanquerna.url.edu

Registrar: secretariafcricri@blanquerna.edu

Administration: fcc_administracio@blanquerna.edu

Masters and postgraduate studies: infopostgrausfcricri@blanquerna.edu

Library: bcafcricri@blanquerna.edu

IT department: informaticafcricri@blanquerna.edu

Audiovisual department: audiovisualsfcricri@blanquerna.edu

Office of the Dean: deganatfcricri@blanquerna.edu

Communication department: Gerard Miret: Gerardmiret@blanquerna.edu

Internship coordination: fcc_cdprac@blanquerna.edu

Office of International Relations: exchangefcricri@blanquerna.edu

Research Institute: gestiorecercafccri@blanquerna.edu

Alumni: alumnifcricri@blanquerna.edu

Contact information available at: <https://www.blanquerna.edu/ca/fcc/coneix-la-facultat/organigrama>