Protocol of action of La Salle Campus Barcelona – Universitat Ramon Llull regarding the activation of the health alert for Coronavirus (COVID-19) and the beginning of the de-confinement Plan

Written by La Salle-URL Health Alert Monitoring Committee

This document is being updated and revised according to developing events and new available information
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Barcelona, 6th March, 2020

1. Preliminary considerations.

The present protocol gathers the framework of activities that La Salle has planned and it will incorporate those that are necessary in front of the activation of the health alert for the disease caused by the new coronavirus COVID-19. In early May, this protocol has been adapted to the beginning of the de-confinement plan.

This document is subject to a permanent revision according the evolution of the situation caused by the affectation of the virus and the update of the information we handle.

This protocol has been approved by the Board Committee and has given the agreement of the members of FUNTEC trust.

2. Competent bodies

La Salle – URL General Management is the only competent body to dictate the applications of the measures that this protocol stipulates, according to the indications that are given by the health authorities (Government of Catalonia’s Health department and the Ministry of Health, Consumer Affairs and Social Welfare) and other competent authorities.

The General Management of la Salle – URL in the Board Committee meeting of la Salle -URL held on 2nd March, has designated a Monitoring Committee to coordinate the decisions and gather the information caused by this health alert and can apply the necessary measures of this protocol.

The General Management and the Monitoring Committee are all the time kept, through the Rectorate, in contact and liaison with the University office and research (SUR, in Catalan), the Public Health Office, the rest of the Catalan public Universities (through the Catalan Inter-University Council), the Ministry of Health and the Spanish Universities Rector’s Conference.
3. Monitoring Committee

Amongst the tasks that the Monitoring Committee has been given, one of them is:

- Mr. Josep M. Santos, Director General
- Mr. Francesc Miralles, PhD, Commissioner for Innovation and Strategic Development
- Mrs. Maria Pilar Torné, Marketing and Business Development Director
- Mr. Josep Maria Ribes, Director of Academic Affairs
- Mr. Íñigo Pradera, Director of Corporate Governance
- Mr. Joan Manel Puig, Director of Campus Development

Indicated instructions related to the academic activity, facilities usage, or any other specific measure that is considered appropriate, always according the guidelines that are being received by the competent authorities.

The Monitoring committee is composed for:

The participation in this committee will be requested to those persons who are considered appropriate according to the matters to address and the affection of the campus facilities.

4. General framework of action for the applications of this protocol.

In order to apply this protocol, la Salle – URL

- will act at all times according the indications of the health authorities, the Government authorities and the civil protection.
- will keep a guard and active attitude according to the actions needed and the information updates, which has to assure the adaption to new scenarios that can come.
- will keep the respect and the institutional compromise with the students and their education at La Salle.
- will lead its own performance through the only coordination body and decisions making implemented by the monitoring committee.
- will adopt and apply the measures based on the principles of proportionality, prudence and highest respect to people, prevailing the prevention principle with the main objective of preserving the health of the members of the community and future visitors.
- will want to ensure the academic activity, respecting the prevention principle, adapting the available resources and considering different situations and particular cases.
- will avoid creating an alarm and it will provide precise, prompt, consistent and transparent information.
- will guarantee an efficient control and effective communication with the different interest groups of la Salle - URL.
5. Communication

Following the indications and recommendations from the competent Authorities, the General Management will adopt the necessary measures.

The communication will be given based on the principles of anticipation, precision, honesty and coherence, guaranteeing coordination, constant updates and transparency. The following channels are enabled to provide this information:

- Email address to answer information requests: infocovid19@salle.url.edu
- Telegram channel where information will be constantly updated: [http://link.salleurl.edu/fr](http://link.salleurl.edu/fr)
- Corporate social media:
  - Twitter: [https://twitter.com/LaSalleBCN](https://twitter.com/LaSalleBCN)
  - Facebook: [https://www.facebook.com/LaSalleBCN/](https://www.facebook.com/LaSalleBCN/)
  - LinkedIn: [https://www.linkedin.com/school/la-salle-bcn/](https://www.linkedin.com/school/la-salle-bcn/)

To facilitate the communication of users with the institution and to offer technical support to students and workers, La Salle - URL also makes the following links available:

- Contact emails of the main areas: [http://www.salleurl.edu/docsmkt/emailcontacto.pdf](http://www.salleurl.edu/docsmkt/emailcontacto.pdf)
- Technical support site: [https://it.salleurl.edu/es](https://it.salleurl.edu/es)

6. Recommended prevention measures

Following the instructions from the health authorities, La Salle – URL recommends following the prevention measures against the coronavirus affectation that the competent organizations have indicated.

Any person from the university community that suspects they are affected by the COVID-19 virus has to first-hand contact Catsalut (061) and strictly follow the measures specified by them.

In order to prevent the virus, you must implement the generic protection measures against any type of respiratory disease:

- Wash your hands frequently (with water and soap or 70% alcohol solutions) especially after being in direct contact with ill people or their environment.
- Cover your mouth and nose with disposable tissues or the inner side of your elbow when coughing or sneezing and wash your hands immediately (with a 70% alcohol solution or soap and water).
- Keep a physical distancing with other people. It is recommended a distance of 2 meters and to avoid the crowds.
- Keep your distance from other people. A safety distance of 2 meters is recommended and avoid congestion.
- Avoid sharing food and utensils (cutlery, cups, napkins, handkerchiefs, etc.) and other objects without washing them properly.
- Avoid touching your mouth, nose, and eyes without washing your hands first, especially after touching or manipulating objects that other people may have touched or manipulated, such as door handles and displays, screens, keyboards for payments, elevator buttons, money, etc.
- Intensification of the usual cleaning and disinfection procedures at home is recommended, especially on all those objects or surfaces with which there may be more contact with the hands.
- The use of masks is mandatory to travel by public transport, both in vehicles and at stations and its use is highly recommended:
  - To enter food establishments, pharmacies, small shops and other spaces where people can gather.
  - On the street, in the case of busy roads.
  - At work, when so determined by the company based on the exposure risk it has established.
  - At home, when you are in a situation of isolation due to a diagnosis or suspected diagnosis, and when a sick or suspected person has to be cared for and cared for.

You can use as reference:

World Health Organization:
- [Basic protective measures against the new coronavirus](http://www.mscbs.gob.es/en/home.htm)

You can read additional information in:

On April 13th 2020, the Ministry of Health of the Generalitat de Catalunya publishes recommendations for the prevention of contagion by COVID-19, especially for workers who return to their usual place of work. They can be consulted here:

- [Prevention measures to be followed by workers returning to the workplace](http://canalsalut.gencat.cat/ca/detalls/article/coronavirus)
- [Recommendations for the deconfinement of non-essential workers](http://canalsalut.gencat.cat/ca/detalls/article/coronavirus)
7. How to act in case a COVID-19 case is detected among the university community

Any member of La Salle – URL community that may become infected with this disease or affected by confinement and/or quarantine measures must strictly follow the measures that the health authorities recommend.

In any case, they must immediately notify their direct manager. In case they are an educator, they also have to notify the program coordinator, as well as write to the email address infocovid19@salle.url.edu.

8. Measures to adopt during the Health Alert

All the instructions and recommendations from the authorities which reach us will be jointly assessed with the Rectorate in an effort to prevent and contain the virus and decide on any further actions to be taken.

As long as the Health Alert for SARS-CoV-2 is activated, the following measures are to be applied:

General:

- As for the physical presence in the workplace, the measures to be undertaken will be determined by the General Directorate, with the support of the Monitoring Committee and in consultation with the Rector, and communicated by those responsible for the affected units.

At an academic level:

- Based on the suspension of the face-to-face teaching activity and to provide it in a way that does not require a physical presence on campus, as of March 16, 2020, the teaching activity has been started virtually for all the campus programs.
- The academic activities will continue in virtual mode, following the regulation in place, until the end of the de-confinement plan. The ending of the de-confinement plan is latter June, pending the evolution of the pandemic and the measures and directions of the competent authorities.

Regarding the use of campus spaces,

- As of March 14, 2020, the following Campus services are no longer operational: bar and cafeteria, the FESS fitness center, the Library and ARTYPLAN-Abacus.
- The buildings of La Salle, Sant Jaume Hilari, Lluçanès and Sant Josep, including the car park, are closed to public access. Only the building Sant Miquel Febres will remain open for the people of the residence and of the companies lodged in the Park of Technological Innovation. This building will allow restricted access to those who are assigned security, maintenance and critics who affect the Campus.

As for the university staff,

- PDI and PAS staff will telework according to the organization that manages their management, without prejudice to those who have a designated presence on the Campus to provide security, maintenance and critical services.
• If anyone, who has no critical services assigned, has to access a building, they must report it to their management and wait for authorization.

Travel and trips:
Members of the Campus community (students, faculty members, researchers and administrative staff) are urged:

• Not to travel abroad or to any areas where access has been restricted as a result of the virus.
• The staff of La Salle – URL (both teaching and research staff as well as administrative employees) who currently find themselves in high-risk areas but who are not in quarantine and/or confinement, must follow the recommendations of the local health authorities and the institutions which are hosting them. The International Office of La Salle – URL will study each case individually and ensure that all employees receive all the support they need.
• University students who are currently find themselves in high-risk countries or areas as part of international exchange programmes must follow the recommendations of the local health authorities. The International Office of La Salle – URL will keep students updated and informed of all the measures enforced by local health authorities or governments.

Activities in the campus:
• All events on the Campus premises will remain cancelled.

9. De-confinement plan

On April 28th, 2020, the Government made public the main lines of the de-confinement plan, *Plan para la Transición hacia una Nueva Normalidad*, here. This plan is composed of phases, from the present preparatory phase 0, starting in May 4th, up to phase 3, when we are going to reach the so call *new normality*.

The de-confinement plan is a general framework that we all need to respect. Its implementation depends on the regulations the Government develops in the following weeks. The Plan is defined as gradual, and also asymmetrical regarding the effect on each geographic area.

The implementation to La Salle-URL won’t be automatic, as we will need to assess the situation bearing in mind everyone’s protection in our community and ensuring the Campus is, as always, a safe space for all of us. Any change in the established measures will be communicated and will be included in the Protocol that covers us.

To anticipate the implementation of the de-confinement plan in La Salle-URL, the La Salle-URL Health Alert Monitoring Committee has prepared the way in which the de-confinement plan, pending completion with appropriate regulation, may affect our campus. The main lines can be found in the attached document.
Scenarios for Action in the Covid-19 Pandemic Evolution La Salle- URL April / May 2020

De-escalating and De-confinement Stage
De-escalating in confinement Stage

- **Preliminary**
  - Currently, the preparation phase (Phase 0), the first of the De-escalating Stage, begins on May 4
  - The La Salle-URL calendar plan cannot be separated from the academic year calendar (end of the 19/20 academic year activity and start of the 20/21 academic year activity)
  - The actions must be specific to the beginning of this stage of de-escalation, but also to the academic calendar.
  - Regardless of the previous two events, actions will need to take into account the evolution phases of the pandemic. Based on the Government’s plan, these phases are described (in all phases are specific health measures)
    - Preparation Phase (0): End of global confinement, some services, beyond the critical ones, can be restarted
    - Initial Phase (1): Stage return of people to campus
    - Intermediate Phase (2): Restricted return of students and the public
    - Advanced Phase (3): Advanced return of students and the public
De-escalating in confinement Stage

- **Preparation Phase (0)**
  - End of global confinement, some services, beyond the critical ones, can be restarted

- **Initial Phase (1)**
  - Stage return of people to campus

- **Intermediate Phase (2)**
  - Preliminary return of students and community

- **Advanced Phase (3)**
  - Advanced return of students and community
La evolución de la pandemia marcará los límites temporales de cada escenario, compatible con las etapas descritas, fase de preparación, desescalada propiamente dicha y nueva normalidad hasta el fin de la COVID-19. La desescalada tendrá distinta duración si todo evoluciona favorablemente (más corta) frente a escenarios con rebrotes de diferente gravedad que podrían alargar el proceso.
General considerations De-escalating in confinement Stage

• Predictable duration
  ✓ At best, until the end of June

• General considerations at this phase
  ✓ All activities must be carried out *in conditions of security, self-protection and social distancing*.
  ✓ Use of masks, outside the home, is convenient and highly recommended if there can be no social distance.
  ✓ Facilitate the availability and access to *hydroalcoholic gels* for frequent hand hygiene
  ✓ All premises and *establishments* and their equipment must be *disinfected and sanitized* on a regular basis.
  ✓ *Traveling to other provinces* than the one of residence is not allowed (except justified cause)
  ✓ *Traveling is only authorized* for permitted activities.
  ✓ Descaling is not a mathematical or automatic process, there is no certainty about when a territory will be able to move from one phase to the next.
Derived measures from the *Plan de Transición*

- **Impact of the measures on La Salle-URL**
  - The measures of the Transition Plan are grouped by different dimensions
  - Not all are relevant to La Salle-URL. The following are considered relevant:
    - Labour
    - Personal
    - Education, Universities
    - Science and Innovation (organization of seminars)
    - Events and cultural shows (organization of information sessions or open days)
    - Hospitality (Cafeteria)
    - Non-professional sport (FESS)
  - Hereafter, in each phase, those measures that could apply or could make sense to apply in La Salle-URL are analyzed
Phase 0, Preparation for the De-escalating Stage

- **Definition**
  - ✓ End of global confinement, some services, beyond critics, can be restarted
  - ✓ Non-virtual training needs to be maintained as it has been done so far,
  - ✓ Sanitary measures for people who come to campus

- **Predictable start date**
  - ✓ Scheduled for *May 4th*

- **Characteristics**
  - ✓ Predictable duration *one week*, at best
  - ✓ It will unlikely go back, in any case, it can be stretched more or less
  - ✓ It is a continuation of the confinement stage in terms of the teaching activity and the rest of the activities towards the public on campus.
Phase 0, of Preparation (measures to be applied)

- **Labour**
  - Telework is preferent, in companies and jobs where possible.
  - Staging at the entrance and exit of work centres.
- **Personal**
  - Necessary management of mobility demand (peak time flexibility, etc.) to avoid overcrowding.
  - Reinforcement of messages and billboards in areas with possible overcrowding remembering safety distance, hygiene measures, etc.
  - High recommendation of mask on public transport and all kinds of activities outside the home.
- **Education, Universities**
  - Online or distance education will be encouraged.
- **Science and Innovation**
  - There are no indications.
- **Cultural events and shows**
  - They do not apply
- **Hospitality**
  - No local use
- **Non-professional sport**
  - Individual sports activity, with proper protection
Phase 1, Initial of the De-escalating Stage

• Restricted face-to-face start-up phase
  ✓ Partial opening of economic activities
  ✓ Authorization of the first round of people is allowed on campus (beyond critical services)
  ✓ **Massive health measures** for people who come to campus, regarding both *people* and *facilities*
  ✓ The beginning of this phase will *not* mean any kind of presence in *teaching and public activities* (leisure and cultural) are restricted and punctual

• Predictable start date
  ✓ At best, **May 11**, it may become asymmetric depending on the territory
  ✓ In **Barcelona** it could be delayed (one week?)

• Characteristics
  ✓ Predictable duration: **two weeks**
  ✓ It is necessary to anticipate if it will be necessary to go back in the possibilities of presence, **accordion effect**, even to a new confinement
Phase 1, Initial (measures to be applied)

- Labour
  - Analysis of the requirements of Occupational Risk Prevention

- Personal
  - Social contact in small groups for people who are not vulnerable or with previous pathologies.
  - Specific measures for vulnerable groups

- Education, Universities
  - Opening of Universities for its disinfection, conditioning and for administrative and research management.
  - Opening of university laboratories.

- Science and Innovation
  - Gradual reopening of scientific-technical facilities.
  - Scientific or innovative seminars and conferences, social distance of more than 2 meters and less than 30 attendees, safety protocols

- Cultural events and shows
  - Libraries (loan and reading with capacity limitation, 1/3).
  - Events and shows
    - Outdoors, less than 200 people, keeping distances
    - Closed, less than 30 people, 1/3 capacity

- Hospitality
  - Opening of terraces

- Non-professional sport
  - Outdoors, no contact, no audience
  - Sports centres, individual, by appointment, no changing rooms
Phase 2, Intermediate of the De-escalating Stage

- Intermediate phase of progress of people on campus
  - More openness in economic activities
  - The start of this Phase 2 will not involve face-to-face teaching (reinforcement groups may be authorized), nor all public activities.
  - The same measures apply in Phase 1 that have not been relaxed
  - Sanitary measures for the people of the campus, at the level of the person, at the level of the facilities

- Predictable start date
  - At best, May 25th
  - In Barcelona it could be delayed

- Characteristics
  - Expected duration: two weeks
  - It is necessary to anticipate if it will be necessary to go back in the possibilities of presence, accordion effect, even to the non-presence, Phase 0
  - It is face-to-face graduation for people on campus
Phase 2, Intermediate (measures to be applied)

• Labour
  ✓ No additional measures
✓ Personal
  ✓ Social contact *in larger groups* for people who are not vulnerable or with previous pathologies.
  ✓ *Specific measures for vulnerable groups*
• Education, Universities
  ✓ Schools (we understand that universities, to be confirmed) will prepare *educational reinforcement programs*. Groups of less than 15 attendees
• Science and Innovation
  ✓ Scientific or innovative seminars and conferences, social distance of more than *2 meters* and less than 50 attendees, safety protocols
  ✓ Opening of *residences for researchers* subject to the conditions established for hotel establishments.
• Cultural events and shows
  ✓ *Libraries* (loan and reading *with capacity limitation, 1/3*).
  ✓ Events and shows
    ✓ *Outdoors*, less than *400 people*, keeping distances.
    ✓ *Closed*, less than *50 people, 1/3 capacity*
  ✓ *Cinemas, theatres, auditoriums* and similar spaces (with pre-assigned seat), *1/3*.
• Hospitality
  ✓ *Table service* keeping *space* between customers and between tables. Limitation to *1/3* capacity. *Consumition* only *on seat or to take away.*
• Non-professional sport
  ✓ Sports facilities in enclosed spaces without public (*no contact, low risk of infection*).
Phase 3, Advance of the De-escalating Stage

• Advanced Phase with the opening of all economic activities
  ✓ Opening of all economic activities
  ✓ The start of this Phase 3 will not involve face-to-face teaching
  ✓ The measures of Phase 2 are relaxed. There will still be some restrictions on
    the number of people and the capacity
  ✓ The same measures apply in Phase 2 that have not been relaxed
  ✓ They follow all the sanitary measures for the people of the campus, at level
    of person, at the level of the facilities, own of the Stage of Escalation

• Predictable start date
  ✓ At best, June 8th
  ✓ In Barcelona it could be delayed

• Characteristics
  ✓ Expected duration: two or three weeks,
  ✓ It is necessary to anticipate whether it will be necessary to go back in the
    possibilities of presence, accordion effect, even to Phase 1 or Phase 0
Advanced Phase (measures to be applied)

- **Labour**
  - ✓ *Protocols of return to the work place* to the companies for the labour activity (use of PPE and/or other measures of hygiene), with *phased schedule and guarantees of conciliation*.
- **Personal**
  - ✓ *Wider social contact* for people who are not vulnerable or with previous pathologies.
  - ✓ *Specific measures for vulnerable groups*.
- **Education, Universities**
  - ✓ No additional measures
- **Science and Innovation**
  - ✓ Scientific or innovative seminars and conferences, social distance of more than **2 meters** and **less than 80** attendees, safety protocols
  - ✓ *Scientific-technical dissemination activities*, workshops, with the necessary restrictions.
- **Cultural events and shows**
  - ✓ *Libraries* (loan and reading with **capacity limitation, 1/2**).
  - ✓ Events and shows
    - ✓ *Outdoors*, less than **800 people**, keeping distances
    - ✓ *Closed*, less than **80 people**, **1/3** capacity
  - ✓ *Cinemas, theatres, auditoriums* and similar spaces (with pre-assigned seat), **1/3**.
- **Hospitality**
  - ✓ *Table service* keeping **space** between customers and between tables. Limitation to **1/2** capacity (sitting).
  - ✓ *Standing, 1,5 meters of distance*.
- **Non-professional sport**
  - ✓ No additional measures