 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 1 of 43</p>
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• **COVID-19 CONTINGENCY PLAN ACADEMIC YEAR 2020-21**

• **Code: URV.L.18.06.05**

- **Drafted by:**
Joint Occupational Risk Prevention Office of the URV and the FURV (OPRLM)

Working Group for the Return to On-Site Work
- **Advisors:** Dr Àlex Arenas, Dr Antoni Castro, Dr Maria Montserrat Olona and Dr Francesc Vidal
- **Advisory and participatory body:**
URV Committee for Health and Safety: (22/09/2020)
- **Approved by:**
Committee for the Prevention of Occupational Risk, delegated by the Governing Council and the Mixed Committee of the Joint Prevention Service (CPRL, C/Mixta): 22/09/2020

Governing Council: 24/09/2020

Includes the amendments approved by the Governing Council on 28/10/2020

Index

1. Preamble	4
2. Aim	5
3. Advisors.....	5
4. Scope	5
5. Definitions.....	6
6. Responsibilities	9
7. Assessment of risk of exposure.....	12
8. The university community's duty to protect itself: preventive information and training	12
9. Duty of individuals to record close contacts.....	13
10. General preventive measures against COVID-19	13
11. Specific COVID-19 prevention plans	15
12. Vertical and horizontal signage	16



**CONTINGENCY PLAN FOR THE PERIOD
AFFECTED BY THE COVID-19 EMERGENCY FOR
THE ACADEMIC YEAR 2020-21 OF THE
UNIVERSITAT ROVIRA I VIRGILI AND THE URV
FOUNDATION**


Code: Pla contingència
curs 2020/21

Edition: 0

Date: 22/09/2020

Page: 2 of 43


13. Ventilation.....	16
14. Cleaning and disinfection plan.....	17
15. Collective protection and personal and individual protective equipment	18
16. Use of masks: exceptions.....	18
17. Journeys.....	19
18. Criteria for the capacity of closed spaces at the URV and FURV	19
19. Register of direct contacts in closed spaces.....	21
20. Instructions for attending the public.....	21
21. Instructions for classrooms.....	22
22. Instructions for teaching and research laboratories	23
23. Instructions for communal areas (conference rooms, meeting rooms, seminar rooms, etc.)	24
24. Instructions for offices and management areas.....	25
25. Instructions for canteens and dining areas	25
26. Instructions for campus CRAs	26
27. Instructions for washrooms.....	26
28. Instructions for official panels (selection committees, examination panels for bachelor's, master's and doctoral theses, etc.).....	27
29. Instructions for scientific meetings (congresses, seminars, etc.).....	28
30. Instructions for bars, restaurants, sport facilities, car parks, etc.	28
31. Waste management	29
32. COVID-19 officers and their functions	30
33. What should I do if I have COVID-19 symptoms?	30
34. What should I do if I have to get a PCR test?.....	31
35. What should I do if I am one of the close contacts of a suspected case of COVID-19?.....	33
36. What should I do if the result of my PCR test is negative?.....	34
37. Criteria for working on site and from home.....	35
38. People vulnerable to COVID-19	35
39. Presence of staff from other companies in URV and FURV buildings.....	36

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 3 of 43
---	--	---

40.	Civic agents and informants on measures to protect against COVID-19.....	36
41.	Preventive information on COVID-19 and visitors to the URV.....	37
42.	Response to emergencies and drills	37
43.	Monitoring the implementation of the Contingency Plan and updates.....	37
44.	Non-compliance with the measures of the Contingency Plan.....	38
45.	Publication of the Plan.....	38
46.	References	38
47.	Acronyms	39
48.	Relevant email addresses in the management of COVID-19 at the URV and the FURV	41
49.	Declaration of responsibility for members of the university community	42

List of changes

No.	Description
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 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 4 of 43</p>
---	---	---

1. Preamble

Since the beginning of the COVID-19 health alert, the Universitat Rovira i Virgili (URV) and the URV Foundation (FURV) have been adapting internal regulations to the state, autonomic and sectorial regulations in force at every moment.


Now that the state of alarm is over, it is necessary to define the regulations that will govern academic activity for the 2020-21 academic year, which the Interuniversity Council of Catalonia (CIC) has stated will be exceptional.

This Contingency Plan, which is based on prevailing legislation and recommendations from the competent authorities of particular areas, has been drafted with particular reference to Law 31/95, of 8 November, on occupational risk prevention.

The points on this plan that affect employment conditions are being drafted in a supplementary document, with the agreement of the workers' representatives.

The list below, which is by no means exhaustive, contains the main regulations on which this Contingency Plan is based:

- ✓ Guide for occupational risk prevention services on how to proceed and cooperate in their response to the COVID-19 pandemic (29 May).
- ✓ The Sectorial Plan for Universities approved by the Technical Committee of the Regional Plan for Civil Protection of Catalonia (PROCICAT) for emergencies associated with potentially high risk emerging transmissible diseases (29 June).
- ✓ Decree 63/2020, of 18 June, on the new governance of the health emergency caused by COVID-19 and the start of the resumption of activity in the territory of Catalonia.
- ✓ Resolution SLT-1429-2020, of 18 June, which established basic organisational and protective measures to prevent the risk of transmission and to contain the spread of SARS-CoV-2.
- ✓ Instruction 6/2020, of 30 June, on organisational, preventive and safety measures applicable during the period of resumption of activity to administrative staff of the Catalan Government for reasons of the coronavirus SARS-CoV-2.
- ✓ Resolution SLT/1648/2020, of 8 July, which established new measures regarding the use of facemasks to contain the spread and further outbreaks of COVID-19.
- ✓ The Health Ministry's document describing the procedures to be adopted by occupational risk prevention services in response to exposure to SARS-CoV-2, (14 July 2020).
- ✓ Procedure for identifying close contacts and monitoring cases of COVID-19 (14 August) and procedure flow (12 August 2020).

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 5 of 43
---	--	---

- ✓ RESOLUTION SLT/2073/2020, of 17 August, which adopts extraordinary measures throughout Catalonia for the application of the Inter-territorial Council Agreement of the National Health System, of 14 August 2020, on the declaration of coordinated actions on public health for containing the COVID-19 pandemic.
- ✓ Recommendations from the Ministry for Universities to the university community for adapting face-to-face activity and the measures to be taken in the case of a suspected or confirmed case of COVID-19 during the 2020-2021 academic year (31 August 2020)
- ✓ Strategy of early detection, surveillance and control of COVID-19, Instituto de Salud Carlos III (10 September 2020).

2. Aim

The aim of the plan is to define the internal measures of prevention, protection and organisation in relation to the coronavirus SARS-CoV-2 which have to be implemented at the URV and FURV during the academic year 2020-2021


3. Advisors

To draw up the Contingency Plan, we have been advised by the following people (in alphabetical order): Dr Àlex Arenas, professor of the URV's Department of Computer Engineering and Mathematics, Dr Antoni Castro, dean of the URV's Faculty of Medicine and Health Sciences, Dr Maria Montserrat Olona, head of the Unit of Preventive Medicine and Epidemiology of the Joan XXIII University Hospital in Tarragona and Dr Francesc Vidal, head of the URV's Department of Medicine and Surgery.

4. Scope

This plan is to be applied to all URV and FURV staff and activities, including the activity of external companies that use URV and FURV premises. It is also to be applied to all URV and FURV students in all types of course.

It also covers all external companies whose personnel have to access URV and FURV premises (the University and these companies will coordinate in accordance with the stipulations of the document Coordination of Business Activities (CAE), under Royal

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 6 of 43</p>
---	---	---

Decree 171/2004, which carries into effect article 24 of Law 31/1995 on occupational risk prevention.

5. Definitions

Crowd: concentration of people or groups of people where social distancing or its equivalent in surface area per person.

Isolation: measure of social distancing applied to people who have an infectious disease to reduce the risk of infecting others. In the context of the coronavirus SARS-CoV-2 health emergency, it is applied as a preventive measure to anyone with symptoms of COVID-19 or who has been in contact with infected people.

Epidemic outbreak: significant increase in the number of people of a population affected by a disease at a particular time.

Confirmed case: person who tests positive on the diagnostic test for COVID-19, the PCR.

Suspected case: person with symptoms compatible with COVID-19 who has been prescribed a PCR test by a doctor and is waiting for the result.


University community: any person who is a student, a member of the teaching or research staff, a member of the research staff, a member of the administration and service staff, or the FURV staff. For the purposes of this Contingency Plan, the members of the programmes Alumni and Iubilo are also included in this definition.

Close contact: any person who has been in face-to-face contact with a suspected or confirmed case of COVID-19, within 2 metres and for at least 15 minutes without a mask (e.g. during the coffee or lunch break).

Direct contact: any person who has been in the same room (classroom, meeting room, laboratory, etc.) as a positive case of COVID-19, even though everyone was wearing a mask.

Habitual contact: any person who regularly shares the same space (for example, a flat) with another person.

Coronavirus: family of viruses that can cause a variety of respiratory disorders ranging from common colds to severe pneumonias. The best known are the coronavirus SARS-CoV, responsible for the severe acute respiratory syndrome, and the coronavirus MERS-CoV, responsible for the Middle East Respiratory Syndrome

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 7 of 43</p>
---	---	---

Coronavirus SARS-Cov-2 (COVID-19): virus responsible for COVID-19. It was first identified in China in December 2019 after various cases of pneumonia of unknown origin, some quite severe, had been detected after exposure in a wholesale fish market in the city of Wuhan in the province of Hubei.

COVID-19: name of the diseases produced by the coronavirus SARS-CoV-2. The acronym comes from the initials of *corona virus disease* and the year it emerged.

Safe distance from others: the distance that two or more people must be from one another during social interaction when they are not in regular contact. At present, this distance is 1.5 metres.

Compulsory minimum safe distance from others: compulsory minimum distance that cannot be less than 1 metre between people who are not in regular contact in closed spaces, except in those practicals that require a closer distance because of the nature of the activity.

Individual protective equipment (IPE): any equipment or accessory designed to be worn or held by staff so that they are protected from certain occupational risks – that is to say, they are exposed during their professional activity – which may be a threat to their health or safety.

Personal protective equipment (PPE): any equipment designed to be worn or held by staff to prevent contagion and infection, and to protect the people around us.


Risk exposure: working situations which may require close contact with suspected or confirmed cases of SARS-CoV-2.

Exposure. Low-risk exposure: working situations in which employees do not deal directly with the public or, if they do, can keep at a distance of more than 2 metres or have collective protective equipment that prevent contact (screen, etc.).

Space managers: units that organize and authorize the use of the spaces at the URV and the FURV.

Working Group for the Return to On-Site Work: working group made up of representatives of society, the general management, the heads of the central services involved in managing COVID-19 at the URV and the representatives of the FURV, who have taken part in drafting this Contingency Plan and who will also be involved in monitoring compliance.

Cumulative incidence (CI) of the epidemic: figure that measures the number of cases of COVID-19 per 100,000 inhabitants in the previous 14 days. That is to say, it is a measure of the effect over a particular period of time on a particular volume of population. The CI is regarded as low if there are fewer than 50 cases per 100,000 inhabitants.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 8 of 43</p>
---	---	---

Risk index (RI): the result of crossing the cumulative incidence of the epidemic (CI) with the reproduction rate of the disease (R0).

0-30	VERY LOW
31-70	LOW
71-100	MEDIUM
101-200	HIGH
+200	VERY HIGH

Every day the URV publishes the risk index of all towns where the URV/FURV has a campus.

Preventive measures: measures designed to protect the health and safety of people and avoid harm.

People vulnerable to infection by coronavirus SARS-CoV-2: people who for health or other reasons are more likely to catch COVID-19 if they are exposed to SARS-CoV-2 or to have greater difficulty getting over it.

PCR test: acronym for the Polymerase Chain Reaction, a molecular diagnostic test which can be used to detect a fragment of the genetic material of a pathogen and determine whether a person is infected with the coronavirus or not.


Hot spots: surfaces that are touched a lot by many different people (door knobs and handles, reception counters and desks, etc.). These surfaces can spread the virus so it is of particular importance to that they be cleaned and sanitised.

COVID-19 officers: people appointed by faculties and schools (and, if necessary, also by departments), by the General Management and by the FURV to collect and send information about the close contacts of suspected or confirmed cases of COVID-19 at the URV and FURV, and monitor development.

Person in charge of an activity: any URV or FURV employee who leads an activity (e.g. principal investigator, thesis supervisor, tutor, etc.)

Supervisor: person who is responsible for supervising the person in charge of an activity.


Disease reproduction rate (R): this figure tells you the average number of people who will be infected by one person with that disease.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 9 of 43</p>
---	---	---


Area with community transmission: area with local infection between people who have not travelled to risk areas abroad and who have not been in contact with people from these areas.

6. Responsibilities


1. The Rector of the URV, as rector and president of the FURV, is responsible for establishing and ensuring the proper application of the specific sectorial regulations, instructions, the regulations of the health authorities and other competent authorities and providing the resources so that the Contingency Plan can be implemented. And depending on the evolution of the Risk Index in the URV and FURV's sphere of influence, she is also responsible for issuing resolutions which, for as long as is deemed necessary, restrict the general measures established in this Plan and determining lockdown measures for whole classes of students, courses, etc.
2. In general, the General Manager is responsible for acting as interlocutor with the public authorities, as stipulated in the Sectorial Plan for Universities. Nonetheless, the Dean of the Faculty of Medicine shall act as the URV/FURV's interlocutor with the health authorities and, if required, with the Epidemiological Surveillance Emergency Service of Catalonia (SUVEC). Likewise, the General Manager is responsible for organising the preventive measures resulting from the Contingency Plan.
3. As the highest authorities of the faculties and schools of the URV, the deans and directors are responsible for guaranteeing the implementation of the measures envisaged in this Plan and ensuring compliance.
4. All people in charge of activities and supervisors are responsible for applying the measures designed to prevent infection and monitoring compliance.
5. The Joint Occupational Risk Prevention Office of the URV and FURV (OPRLM) is responsible for advising the drafting of this Contingency Plan, designing the information and training to be given to employees, and advising on the general preventive measures that can be implemented in all workplaces. In terms of risk assessment, the OPRLM is responsible for assessing the risk of projects and activities involving the handling of samples of SARS-CoV-2 virus or COVID-19 patients themselves.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 10 of 43</p>
---	---	--

6. Within the URV and the FURV, the Material Resources Service (SRM) is responsible for organising, managing and monitoring the processes involving cleaning and sanitising spaces, and the systems for renewing air in response to the recommendations and instructions of the competent authorities. If the evolution of the pandemic makes it necessary to close buildings (totally or partially), it will also be responsible for monitoring access to URV premises. The SRM shall acquire and distribute the following equipment so that premises can be made safer:
- Protective screens, principally for employees who deal with the public.
 - Floor directional arrows to indicate circulation routes.
 - Stickers to indicate workrooms/places that are appropriately equipped or not.
 - Kits for cleaning communal areas and shared equipment.
 - Wastepaper bins with lids.
 - Directional markers: marker tape, retractable queuing barriers, yellow barrier tape to prevent entry into closed areas, etc.
7. The URV's General Manager's Technical Bureau (GTG) and the FURV's Resource Management Office, in coordination with the Human Resources Service (SRH), are responsible for managing, devising and monitoring the processes designed to organise the administration and service staff: planning how to manage on-site work and working from home, and those on sick leave as a result of COVID-19. In this regard, they are responsible for managing the measures for internal reorganisation, and the flexibility of on-site working hours so that employees can work the required number of hours on site with all necessary safety precautions.
8. The URV and FURV space managers are responsible for temporarily closing spaces when maintenance work or COVID-19 cleaning or sanitisation need to be carried out.
9. Department heads, in coordination with the management of faculties and schools, are responsible for organising the teaching and research staff: internal reorganisation measures, teaching hours, contingency plans in case of restrictions on movement or lecturers taking sick leave, etc. to guarantee that classes can be taught with all the necessary safety precautions.
10. The Dean of the Faculty of Medicine and Health Sciences (FMCS) shall act as the URV's interlocutor with the health authorities and advise the rector and the working group for the return to on-site work on all necessary medical aspects.
11. The Communication and Marketing Bureau (GCM) is responsible for publicising and raising awareness about all measures for preventing and protecting against the risk of being infected with COVID-19 throughout the university community (URV and FURV) and for managing communication with the press and the media.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 11 of 43</p>
---	---	--

12. The heads of degree programmes, under the supervision and in coordination with the deans and directors of their faculties and schools, are responsible for implementing the preventive measures required when teaching.
13. The people in charge of particular activities (principal investigator, thesis supervisor, lecturer, etc.) are responsible for implementing the preventive measures required in their areas.
14. Lecturers are responsible for implementing the preventive measures pertaining to the students in their groups, particularly in classrooms and laboratories.
15. The dean's support units (OSD), offices of the dean, the Student Office (OFES) and the FURV's Lifelong Learning Centre are responsible for ensuring that external work experience agreements require companies who have students on work-experience programmes to have a contingency plan (or similar) for COVID-19.
16. The URV and the FURV's hierarchical structure is responsible for integrating the requirements for preventing the spread of COVID-19.
17. Heads of services, offices and administrative units, learning and research centres (CRAIs), etc. are responsible for implementing the preventive measures in their areas and for their staff and users.
18. The campus logistic offices (OLC), OSDs and deans' offices are responsible for providing signage and adapting communal areas, classrooms and the buildings/campus in general in accordance with the guidelines of the SRM and the OPRLM.
19. All employees are responsible for complying with their obligation to protect themselves, following the instructions of this Plan, particularly the need for them to record the close contacts they have at the URV or FURV, and responding to the queries raised by the person in charge of the activity or the prevention delegates.
20. URV and FURV students are responsible for being aware of the preventive measures envisaged in the Contingency Plan, particularly the need for them to record their close contacts, complying with their obligation to protect themselves, and following the instructions they are given by URV and FURV staff.
21. Those in charge of fixed-term contracts are responsible for guaranteeing that the Coordination of Business Activities (CAE) is applied before the beginning of the activity if the staff of the company contracted have to engage in any activity on the premises of the URV or FURV. They are also responsible for making the companies involved in their area aware of this Plan and ensuring that they comply with its measures.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 12 of 43</p>
---	---	--

7. Assessment of risk of exposure

According to the Ministry of Health, the obligatory use of face masks at all times and the nature of the work carried out, in general terms it is considered that at the URV and the FURV, there is a **low risk of exposure**.

The experimental tasks in which there is a risk of professional contact and/or exposure to the coronavirus SARS-CoV-2 will be subject to Royal Decree 664/1997 on the protection of workers from the risks of exposure to biological agents during work so that the specific risk can be assessed and the measures of prevention and protection defined. The person in charge of the activity must notify the OPRLM.


The URV also points out that it does not have experimental areas equipped to work with the virus SARS-CoV-2 COVID-19.

For those students who are engaged in work experience programmes in health centres, it is the responsibility of the health centre to coordinate with the degree programme and agree on the measures of prevention and protection applicable to students.

8. The university community's duty to protect itself: preventive information and training

The university community has the duty to adopt all necessary measures to prevent COVID-19 from spreading. This requires all members of the university to:

1. Comply with the preventive measures listed in the Plan.
2. Check the specific COVID-19 instructions applicable to them for the risks they may be exposed to and the preventive measures they need to take.
3. Do the online training course on COVID-19 and risks in the workplace (if they are employees), which they will find on Moodle.
4. Follow all regulations, accept and sign the declaration of responsibility and get in touch with their COVID officer in case of any doubt.
5. Read closely the specific risk assessment for all projects involving handling the SARS-CoV-2 virus, and all the information and training specific to the project or activity.

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 13 of 43
---	--	--

9. Duty of individuals to record close contacts

To guarantee the traceability of close contacts both students and employees have to note down their close URV/FURV contacts (contact for more than 15 minutes at a distance of less than 2 metres without a mask: for example, during a coffee break or lunch) so that they can notify the COVID-19 officers if necessary.


Likewise, to facilitate the tracking of contacts in case of infection, all members of the university community are encouraged to download on to their mobiles the applications recommended by the health authorities. At the time this Plan was drafted, the recommended application is RADAR COVID.

A. WHAT MEASURES ARE WE TAKING AGAINST COVID-19?


10. General preventive measures against COVID-19

All on-site activity at the URV and FURV must comply with the following general principles:

1. Nobody can go to URV or FURV premises if they have symptoms compatible with COVID-19, if they are waiting for a PCR test or if they are a confirmed case of COVID-19.
2. Masks must be worn at all times at the URV and the FURV, regardless of the physical distance between people and in both open and closed spaces.
3. The best preventive measures are ventilation, social distancing (the greater the distance the better), use of the mask (no valve) and regular hand washing (with water and soap or hydroalcoholic solution). Every member of the university community is responsible for guaranteeing that these measures are complied with in their area of activity.
4. Everyone entering URV/FURV premises must clean their hand with hydroalcoholic solution. During the day, they must also clean their hand with water and soap or hydroalcoholic solution on several occasions.
5. Gloves are not recommended for continuous use, but they will be provided to those workers whose duties involve constantly handling packages and documents. All people in charge of an activity must determine which activities require the use of gloves and ensure that employees are provided with them.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 14 of 43</p>
---	---	--

6. Insofar as is possible, prevent crowds from gathering when entering and leaving university premises (for example, laboratories, meeting rooms, faculties, schools and campuses) by adapting timetables and varying start and finish times.
7. Users of university services will be encouraged to get their information through online channels and will be attended in person, whenever possible, by appointment only.
8. If a task has to be carried out at a distance of less than 1.5 metres from another person, you must wear additional collective protection.
9. During laboratory practicals, face masks must be worn. Also, if the activity requires a personal distance of less than one metre, students must wear a face screen if the person in charge considers it necessary.
10. All staff must be provided with their own work material and must not share telephones, headphones, bios or other things. When this is not possible (for example, printers), users must clean and disinfect the equipment before and after use.
11. All shared equipment that may be a high risk of infection (for example, telephones, headphones, computer peripherals, lapel mics in classrooms and microscope eyepieces) must be used with appropriate protection. In any case they must be cleaned and disinfected before and after use.
12. Insofar as is possible, the sending and the receipt of packages must be limited. It is strictly forbidden to receive personal packages at the URV and FURV.
13. Documents must preferentially be digital and will only be printed when absolutely necessary.
14. Drinking fountains will not be operational and it is forbidden to drink directly from the tap because of the contact between saliva and the tap.
15. It is still forbidden to refill water bottles from the water dispensers. And the handle of the dispenser must be cleaned with paper and hydroalcoholic gel before and after use.
16. Through the company awarded the cleaning contract, the SRM will ensure that there is a plan for cleaning and disinfection, supplying paper and soap to the washrooms, providing the cleaning kits required and all other measures that the URV and FURV consider to be appropriate.
17. Insofar as is possible, to facilitate cleaning and disinfection, staff must remove all objects that are difficult to clean from their workplace.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 15 of 43</p>
---	---	--

18. When moving around buildings and campuses, students and staff must keep to the right and follow the routes marked.
19. Stairs must preferentially be used and there should be at least four steps between one person and another.
20. Lifts are reserved for people with problems of mobility and for loads and can only be used by one person at a time. Please push the buttons with your non-dominant hand (if you are right handed, use your left hand, and the other way round).
21. All units will be provided with cleaning kits and employees must use them to clean and disinfect shared equipment and surfaces before and after use. Hydroalcohol will also be provided so that every employee can fill up small containers for use at work.
22. To guarantee that employees can keep at a safe distance from others, a shift system will be set up so that employees can alternate between working on site and working from home for the periods of time recommended by the health authorities at any particular moment. The people in each group cannot swap with members of the other group to prevent the possibility of infection in both groups.


11. Specific COVID-19 prevention plans

Below we describe those activities and spaces that are sufficiently important to require a COVID-19 prevention plan all of their own.

Specific prevention plans must be drafted by those in charge of an activity, who can count on the OPRLM for advice at the email address plansespecificscovid@urv.cat. These plans must be sent to this address at least 10 working days before the date of the activity

The activities that require specific prevention plans are:

1. Activities organised by external institutions on URV/FURV premises (book presentations, debates, courses, competitions, talks, assemblies, etc.).
2. Activities that involve crowds of people (congresses, symposia, external exams, inauguration and graduation ceremonies, etc.).
3. Extra activities organised in experimental areas for teaching and research that, according to the person in charge of the activity, require an additional specific plan.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 16 of 43</p>
---	---	--

12. Vertical and horizontal signage

1. The signage in the communal areas and buildings must comply with the instructions of the SRM and OPRLM.
2. All people in charge of activities must ensure that all spaces (for example, for teaching and research, laboratories, seminar rooms, meeting rooms, etc.) are signed and also that they have all other notices and information that users need to carry out the activity.
3. All areas that cannot be used must be clearly marked.

13. Ventilation


Renewing the air in working spaces is regarded to be highly effective for preventing COVID-19. The recommendation is that spaces be ventilated at least three times a day for about 10 minutes. It is the responsibility of the whole university community to encourage this practice if the activity and the weather conditions so allow.

Given the different types of spaces and air conditioning installations, each building has an optimal system for renewing air. To identify each type and the recommended procedure, there are four main groups:

- a) spaces in which air is renewed by natural ventilation
- b) spaces that are equipped with artificial ventilation systems
- c) spaces that have both natural and artificial ventilation
- d) spaces that have no ventilation.

In those areas where the ventilation is natural (doors and windows), occupants can decide when and for how long they ventilate depending on the activity they are engaged in. Bear in mind that the cleaners will include ventilation in their daily tasks but that this may vary from day to day. Therefore, occupants need to establish their own routines. The SRM will attempt to improve all opening systems and install/fit/fix new opening points to facilitate natural ventilation. Finally, the opening of doors and windows must be restricted by weather conditions, fire safety rules and other safety criteria (greater risk at greater height, illegal entry, etc.).

In the case of artificial ventilation, the SRM has asked the maintenance company contracted to optimise the systems so that 100% of the air is brought in from the outside and the number of air renewals has also been increased. If air is not brought in from the outside, the air in rooms should not be moved around so, for example, ceiling fans have to be disconnected. Likewise, it is recommended that air-conditioning units with

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 17 of 43</p>
---	---	--

integrated fans should be reduced to a minimum or not used at all. If these systems are remote controlled, the SRM will programme them to respect these conditions. If they are not, they will have to be controlled directly by the users. The SRM staff can clarify any doubts.

If both of the above options are available, they can be combined. For those rooms that cannot renew the air, the SRM is studying what is best in every situation and will get in touch with users.

If in doubt, staff can get in touch with the SRM specialists in every building. The COVID-19 ventilation protocol that is now being drafted will provide additional information as well as specific instructions about the ventilation of every building with details about the systems, their settings and the conditions of individual areas.

14. Cleaning and disinfection plan

All surfaces must be disinfected so as to minimise the risk of infection. The actual disinfection will depend on the capacity of the room, the number of people who pass through or occupy the space, the type of activity, and the possibility of suspected or confirmed cases of COVID-19.


In conjunction with the contracted cleaning company, the SRM has changed the normal schedule, increased the hours and the frequency of cleaning and adapted the cleaning products used in an attempt to improve the disinfection.

The products used for purposes of disinfection are the ones recommended by the health authorities and they are harmless to people and environmentally friendly.

When a particular area is thought to require processes of disinfection other than the scheduled cleaning, cleaning kits (consisting of a spray and disposable paper towels) will be provided so that occupants can independently clean their environment and increase the extent to which they are protected.

The cleaning protocol will contain additional information about frequencies, products and procedures.

For any queries, get in touch with the SRM staff at each building or at the address neteja@urv.cat particularly for any incidents concerning the application of this plan.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 18 of 43</p>
---	---	--

15. Collective protection and personal and individual protective equipment

Personal protective equipment (PPE) consists of a (hygienic or surgical) mask without valve and, on occasion, gloves, for those tasks and workplaces in which they are required. The URV and the FURV will provide staff with the PPE they require, bearing in mind the job they do and any special needs they may have.

In compliance with Resolution SLT/1648/2020, of 8 July, of the Department of Health, masks must be worn in all areas.

Protective screens will be provided to all those workplaces that deal with the public (for example, porter's lodges, secretariats, CRAI, etc.) if the distance between users and staff is less than the recommended safety distance.

While on campus and during all university activities, students must wear their own mask and, if necessary, face shield.

All buildings must make hydroalcohol available at so that everyone can sanitise their hands before entering. The URV will ensure that faculties, schools and services are provided with bottles of hydroalcoholic solution.


16. Use of masks: exceptions

According to prevailing regulations, the following members of the university community are exempt from the obligation to wear a mask:

1. Those with respiratory diseases or difficulties, which may deteriorate if they are obliged to wear a mask.
2. Those who are unable to take off their masks by themselves (without help) when necessary.
3. Those who have behavioural disorders or problems, which make wearing a mask inviable.

All these people must certify that they are exempted from wearing a mask with a document from their local health centre. Employees must make an appointment with SPA.

All those exempted must get in touch with the OPRLM to determine what alternative equipment they can use and to assess, if necessary, whether it is advisable for them to come in person to URV and FURV premises.

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 19 of 43
---	--	--

17. Journeys

All journeys by members of the university community for work or academic activity must be reported and authorized by the person in charge of the activity and the supervisors. While the health emergency continues, it is necessary to keep a record of journeys made and it is recommended not to travel to areas where there is community transmission of COVID-19.

If a person travels to a place that has been declared a community transmission area, it is recommended that they assess, on the basis of individual responsibility, if they should work online during the quarantine period established by the health authorities when they return.

In terms of incoming mobility, the criteria established by the health authorities will apply and each person in charge of an activity must assess whether it is necessary. A record must be kept of all individuals classified as incoming mobility. If a person comes from a place that has been declared a COVID-19 community transmission area, the person in charge of the activity must evaluate if this person should work/study online during the quarantine period established by the health authorities.

Members of the university community must consult the preventive document that explains the instructions to be followed in mobility circumstances.

18. Criteria for the capacity of closed spaces at the URV and FURV

The following general criteria are established regarding the maximum number of people allowed in closed spaces of the URV and the FURV.


1. Given the current social distancing requirements, the greater the distance between people, the better.
2. The minimum physical interpersonal distance in classrooms is 1.5 metres, or in exceptional circumstances, 1 metres.
3. In teaching laboratories the minimum personal distance is 1 metre. If any activity requires a personal distance of less than one metre, face screens must be worn (in addition to face-masks) if the person in charge considers it necessary.

4. The number of people in research laboratories must not exceed the limit of one person for every 10 m². If it is necessary to exceed this ratio, then face screens must be worn (in addition to face-masks) if the person in charge considers it necessary.
5. In shared areas, individuals must ensure that they are 1.5 metres apart.
6. However, in the case of certain gatherings the safety distance may be reduced to 1 m² per person provided there a register of attendees or places are previously assigned and measures are adopted to crowds and enable the free and safe movement of attendees.

Type of space	Interpersonal distance	Compulsory protective equipment in the space
Classrooms	1.5 metres, (minimum 1 metre in exceptional circumstances)	Face mask
Practicals	Minimum 1 metre (recommended 1.5 metres or more)	Face mask
	The distance can be below 1 metre is the activity absolutely requires it.	Face mask and face screen*
Study areas, libraries, dining rooms and similar places	1.5 metres	Face mask
Meeting rooms	1.5 m in general. This may be reduced to 1 metres with certain conditions	Face mask

Table 1: Minimum interpersonal distances and use of face masks and face screens

*Face screens must also be worn if the person in charge considers it necessary

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 21 of 43</p>
---	---	--

19. Register of direct contacts in closed spaces

To assist the work of the health authorities, a register will be kept of individuals who have been in direct contact with each other at the URV and the FURV. This list will include anyone who has been in a closed space with someone else for more than 15 minutes even if they are wearing face masks (e.g. classrooms, meeting rooms, laboratories, CRAIs, etc.).

1. **Teaching activities:** Direct contacts may register themselves by scanning a QR code.

Course directors, under the supervision and coordination of the deans and heads of faculty/school, will organise groups of students that are as stable and constant as possible.

Effort must be made not to bring groups together or to make changes that are not totally justified. Also, the professor will inform the course director of any changes between groups.


In the classroom or laboratory, students will always occupy the same physical places as far as possible.

2. **Communal spaces:** In communal spaces (e.g. meeting rooms), it is the responsibility of each person in charge of the activity (e.g. exam panel president, committee chair, the person who has called the meeting, etc.) to register all of those in attendance and to obtain their contact details (mobile telephone number and email). This register is especially important for external participants who come to the URV because members of the URV/FURV communities can do it via the URV corporate agenda.
3. **CRAIs:** In the CRAIs, direct contacts will be registered in accordance with the CRAI's specific contingency plans.

20. Instructions for attending the public

To reduce the risk of infection and spreading the virus, every effort will be made to provide customer service without personal contact (by telephone, email, etc.) and to adapt systems so that services may be provided at a distance. In this regard, the university will offer appointments as far as is possible.

Each head of unit must ensure that the appointments system is programmed and implemented in their respective units. Also, units that attend the public will create

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 22 of 43</p>
---	---	--

specific places to carry out the appointments and the Material Resources Service will provide the corresponding collective protection equipment (protective screens).


After each appointment, surfaces that the individual has come into contact with must be cleaned and disinfected. Kits will be provided to enable this.

Each head of unit must remove or cordon of any chairs in common spaces, reduce the use of paper documents and ensure that they do not share objects with the individual (e.g. pens, etc.).

Members of the university community who attend members of the public will follow the instructions given out in the corresponding prevention files and training.

21. Instructions for classrooms

1. As far as is possible, students will always sit in the same seat.
2. Spaces that cannot be used will be clearly signed.
3. As far as is possible, the same stable group of students will occupy the space/classroom throughout the day.
4. The teaching staff will use microphones to prevent them from having to raise their voices. Teaching staff will attach and remove the individual protective microphone cover stipulated in the prevention documentation. They will be able to collective individual protective microphone covers from the relevant points that will be established in each building.
5. Teaching staff will not share chalk; instead they may use a chalk holder or have their own packets of chalk. The board eraser and whiteboard markers must be cleaned alcohol solution before and after every use.
6. As far as is possible, entry and exit to buildings will be staggered to prevent crowds and the safe distance of 1.5 metres must also be respected.
7. Teachers will regularly remind students of the preventive measures, in particular those relating to maintaining the safe distance when entering and exiting the classroom.
8. Teachers will remind students that it is compulsory to wear a face mask and will ensure that they wear it correctly at all times.
9. Classrooms will be cleaned and disinfected in accordance with the guidelines in the annex on cleaning.


 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 23 of 43</p>
---	---	--

10. Wherever possible, teaching staff will inform students of the need to open and close windows before and after classes. Weather permitting, they will also remain open during classes.
11. The professor will not move around the classroom and will always maintain a minimum distance of 1.5 metres from the first row of students.
12. The exchange of paper documentation must be reduced to a minimum. If it is necessary, direct contact with the students will be avoided. For example, the documentation may be left on a table next to the entrance or exit. Gloves will be worn for handling documents and there must be a waiting period of at least 6 hours and preferably 24 hours.
13. In the computer rooms, each user will disinfect the shared equipment with a cloth soaked in alcoholic solution or liquid disinfectant, before and after each use.
14. While the health emergency is in place, new areas may be prepared and made available, such as unused classrooms in other building. Other spaces such as meeting rooms or study rooms may be adapted for teaching purposes.

22. Instructions for teaching and research laboratories

Each department must determine the specific preventive measures that it has to implement during teaching and research activity in its laboratories. These measures must envisage:

1. The timetables for staggered entry and exit, so that students can be informed.
2. The directions and routes of movement in teaching and research laboratories.
3. The recommendation that lockers remain locked to prevent excess numbers of people building up around them. If the person in charge of the activity believes that they should be opened, they must stipulate how they will ensure safe interpersonal distancing and that they are regularly cleaned and disinfected.
4. The interpersonal distances and maximum numbers of people that must be respected for any given activity.
5. The signs indicating which spaces can or cannot be used.
6. The criteria and protocols that must be followed regarding cleansing and disinfecting, in accordance with the guidelines in the annex on hygiene.
7. The timetables regarding teaching and research activities in laboratories, which should be compatible with cleaning and disinfection procedures carried out by external personnel.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 24 of 43</p>
---	---	--


8. The ventilation of spaces (natural or artificial).
9. The equipment that has to be shared and the protocol on how to use it and disinfect it before and after each use.
10. The personal and collective protective measures that must be ensured during practicals and the interpersonal distances that must be applied in each case.
11. In practicals where this is movement of people and a distance of less than 1 metre, both face masks and face screens must be used if the person in charge considers it necessary.
12. The measures that will be adopted to ensure the correct use of protective equipment and the maintenance of social distancing.
13. The system for avoiding the use of materials and promoting the adoption of digital materials.
14. The preventive information that will be given to the student.

The individual in charge of each activity will request the appropriate number of screens that have to be installed in the spaces where the activity will take place.

If necessary, students will wear a face mask that they will disinfect regularly.

23. Instructions for communal areas (conference rooms, meeting rooms, seminar rooms, etc.)

1. Communal areas will be reserved by appointment.
2. Hands must be washed before entering communal areas. Hands will be preferably washed with soap and water. If this is not possible, hands must be sterilized using hand sanitizer gel.
3. Special kits must be used to clean and disinfect standard equipment before and after use (desk, chair, keyboard, mice, etc.). Equipment will be cleaned and disinfected with a damp cloth. Liquid disinfectant must not be poured directly onto the equipment.
4. The person in charge of the activity will have a register of all individuals who use communal areas. The register will record the dates and times with rooms were used and the contact details of the people who used them (this information is already recorded if the institutional agenda is used to reserve rooms and convene meetings).

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 25 of 43</p>
---	---	--


5. The person in charge of the activity will inform the attendees that they may use only the designated seats and will ensure that this preventive measure is complied with.
6. The Material Resources Service, through the contracted company, will ensure that common spaces are cleaned and disinfected regularly and in accordance with the guidelines specified in the cleaning protocol.
7. The Material Resources Service will provide cleaning and disinfection kits in these spaces so that users can also maintain the standard of hygiene.

24. Instructions for offices and management areas

1. As far as possible, windows and doors must be kept open to enable natural ventilation.
2. Staff will be responsible for regularly washing hands with soap and water or hand sanitizer.
3. Staff will keep the work space tidy: they must put away objects that are not needed and that prevent the correct cleaning and disinfection of surfaces.
4. The presence of other people will be kept to an absolute minimum.

25. Instructions for canteens and dining areas

1. As far as possible, canteens and dining areas will be avoided. To prevent crowds of people forming, if an individual has to dine at work, they will preferably do so in their own work space, so that dining areas are only used to heat food in the microwave or use the fridge. If the canteen or dining area must be used, the minimum amount of time must be spent there.
2. Each user will use the cleaning kit to clean the shared surfaces that they have touched (table, chairs, microwave, fridge, vending machines, etc.). This will be done before and after every use and it will be indicated with information signs.
3. Users will keep open the windows and doors of canteen and dining areas as much as possible.
4. Users will clean their hands with water and soap before entering and leaving canteen and dining areas.
5. A daily register will be kept of everyone who uses the canteen and dining areas. The register will record the dates and times with rooms were used and the contact details of the people who used them.


 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 26 of 43</p>
---	---	--

26. Instructions for campus CRAIs

1. The regulations governing CRAIs will follow the PROCICAT and its stipulations regarding the resumption of activity in the cultural sector: Libraries and the specific work plan.
2. CRAIs will have hand sanitizer available in their entrances.
3. All CRAIs will be cleaned and disinfected in accordance with the instructions in the cleaning annex and special emphasis will be given to ventilation and to the cleaning and disinfection of surfaces and elements that might be touched by the hands.
4. CRAIs will indicate with signs which spaces can be used and those which cannot.
5. Study rooms will have cleaning and disinfection kits available for users when they arrive and leave.
6. IT equipment on loan and digital consultation equipment will be disinfected by each user with a sterilized cloth or disinfection solution before and after each use.
7. CRAI staff members will keep a register of the individuals that use the CRAI. The register will record the dates and times with rooms were used and the contact details of the people who used them.
8. The head of the CRAI will establish the preventive guidelines that CRAI users must follow and will ensure that they are properly disseminated.

27. Instructions for washrooms


1. Windows must be kept open as much as possible in those toilets that have them.
2. Signs will be put up in the toilets of the URV and the FURV giving instructions on how to correctly wash hands.
3. Information signs will remind people of the need to maintain the minimum safe distance of 1.5 metres.
4. Drying hands with paper towels will be recommended.
5. Signs will be placed on the doors of the cubicles stating that they must be left open when the cubicle is not in use.
6. Toilets will be cleaned and disinfected meticulously in accordance with the instructions published in the cleaning annex.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 27 of 43</p>
---	---	--

28. Instructions for official panels (selection committees, examination panels for bachelor's, master's and doctoral theses, etc.

1. As far as possible official panels will be carried out online.
2. If an official panel has to meet in person, the fewest number of people possible will be called to attend. In these instances, the person in charge of the activity will keep a register of all attendees. The register will record the dates and times with rooms were used and the contact details of the people who used them.
3. The president of the examination panel will ensure that the preventive measures are complied with. For thesis examination panels, the person in charge of the activity will be the thesis director.

In public events, the attendees must strictly follow the instructions of the person in charge of the activity and the instructions in the protection and prevention files.


 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 28 of 43</p>
---	---	--

29. Instructions for scientific meetings (congresses, seminars, etc.)

1. As a preventive measure, as far as possible scientific meetings will be conducted online.
2. If they must be carried out face-to-face, this will preferably be done in outside in the open air and the preventive measures will be strictly enforced. In all cases, events must not be held if they are likely to lead to crowds of people forming.
3. A face-to-face scientific meeting will require the authorization of the faculty/school where it is intended to be held and the validation of its specific prevention plan.
4. The person in charge of the activity will ensure that the preventive measures are complied with.
5. The person in charge of the activity will keep a register of all attendees. The register will record the dates and times with rooms were used and the contact details of the people who used them.

30. Instructions for bars, restaurants, sport facilities, car parks, etc.

1. The preventive measures must be strictly observed in all of these spaces.
2. The private contractor will ensure that the safe minimum distance is maintained and that masks are worn at the entrance and exit points and in the queues to use equipment (microwaves, automatic ticket machines in car parks, vending machines, canteen tills, etc.).
3. Canteens and restaurants will encourage customers to use their terraces and will facilitate the use and availability of spaces and services in the open air, provided that this does not compromise physical distance or conditions regarding the handling of food.
4. The private contractor will clean and disinfect tables and surfaces with authorized products after each use.
5. Private contractors will be subject to the specific regulations, they will follow the provisions stipulated in the Contingency Plan and they will disseminate it to the service companies who access the URV/FURV on their behalf (visits, suppliers, employees of companies or services, contractors, self employed workers, etc.).
6. Service providers in the buildings of the URV/FURV will encourage payment by electronic means in order to prevent physical contact both in their commercial establishments and at their vending machines.
7. Service providers in the buildings of the URV/FURV will put up signs and provide hand sanitizer to remind users of the obligation to clean hands before and after

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p style="text-align: center;">CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 29 of 43</p>
---	---	--


touching the buttons on vending machines, automatic ticket machines in the car park, etc.

8. Private contractors working for the URV to provide services such as canteens, restaurants, sports facilities, etc. will carry out an inspection to ensure that the services offered comply with the regulations.

31. Waste management

Waste in the form of used COVID-19 protective equipment must be managed in accordance with the instructions of the officer for environmental management and radioisotopes. The person in charge of the activity must consult this officer in case of doubt. The basic instructions are as follows:

1. Used gloves and masks that have not been in contact with people who have been diagnosed with COVID-19 should be disposed of in the grey standard waste bins in sealed bags.
2. Paper impregnated with disinfectants must also be disposed of the grey standard waste bins.
3. Regarding research projects related to COVID-19, gloves that have been in contact with the virus, with patients or with contaminated samples should be disposed of as biomedical waste. The individuals in charge of these laboratories must contact the officer for environmental management and radioisotopes to ensure that they have the appropriate containers.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 30 of 43</p>
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B. WHAT SHOULD I DO IF A CASE OF COVID-19 IS DETECTED?

32. COVID-19 officers and their functions

Each faculty/school must designate at least one person as a COVID-19 officer to manage the specific COVID-19 email addresses and ensure proper communication and coordination with the Risk Prevention Office, which will manage the generic email address covid19@urv.cat.

These addresses will receive information on COVID-19 incidents from students and staff at the faculty/school. COVID-19 incidents from all other services and units must be sent to covidgerencia@urv.cat. The COVID-19 email address for staff and students at the FURV is covidfurv@urv.cat.

COVID-19 officers have the following functions:

1. Informing students and staff in their charge about the existence of the specific email address and the need to use it for incidents relating to COVID-19
2. Contacting people who have contacted the COVID-19 email address and sending them the COVID-19 form for them to fill in and return.
3. Sending completed COVID-19 forms to covid19@urv.cat. Receiving information about people affected by COVID-19 in the area that they are responsible for and informing the relevant competent individuals.
4. Monitoring any incident in the area that they are responsible for (PCR test results, possible complications, etc.) and informing covid19@urv.cat.

Information on the pandemic will be regularly provided to the URV and the FURV. This information will be statistical and will respect the Organic Law on Personal Data Protection.

33. What should I do if I have COVID-19 symptoms?

If a member of the university community has any symptom compatible with COVID-19 (temperature over 37°C, cough, difficulty breathing, general discomfort) they need to:

1. Contact immediately their healthcare centre and follow their instructions. Inform the healthcare centre that they are a member of the university community.
2. Stay at home, or if they are on URV/FURV premises, go home.

3. In the case of staff, inform their immediate line manager (head of activity).

The healthcare centre will decide if a PCR test is necessary and, if it is, inform the COVID-19 officer by email so that contact tracing can commence. The specific instructions that the infected individual must follow will be sent from the email address covid19@urv.cat.

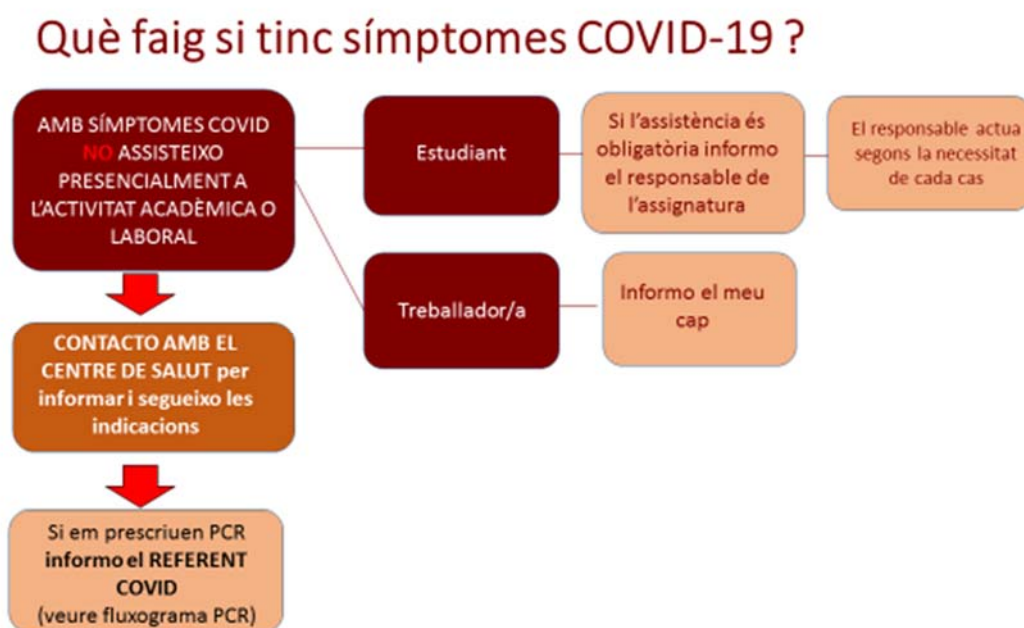


Figure 1: How to act if you have symptoms of COVID-19

34. What should I do if I have to get a PCR test?

If a member of the university community needs to get a PCR test, they must comply with the following instructions:

Què faig si m'han prescrit PCR? (CAS SOSPITÓS)

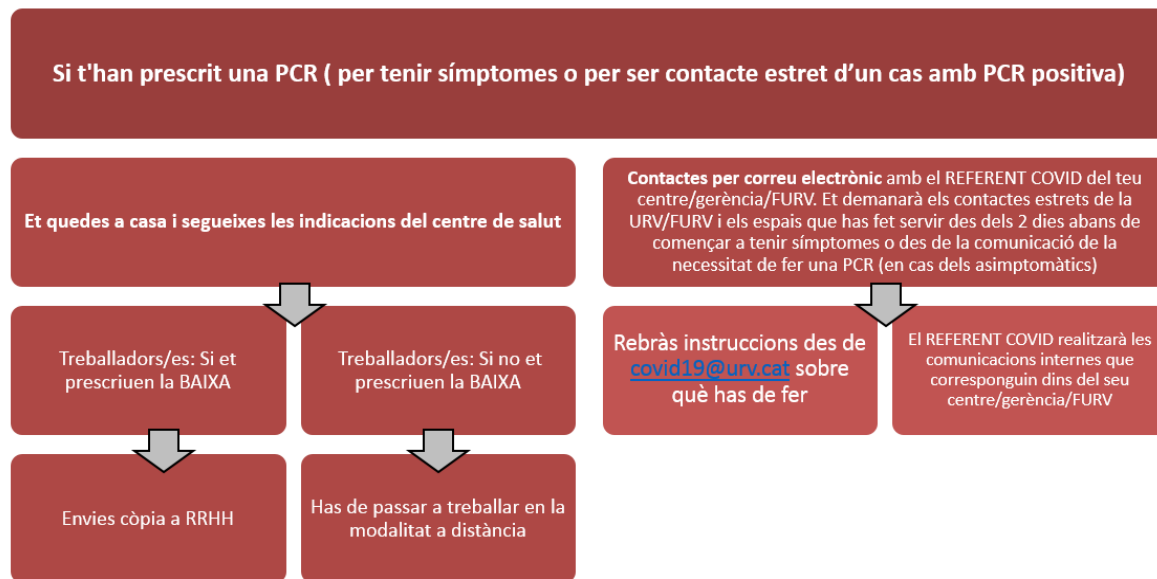



Figure 2: Action to be taken when instructed to take a PCR test (suspected case)

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 33 of 43
---	--	--

35. What should I do if I am one of the close contacts of a suspected case of COVID-19?

If a member of the university community has been in close contact (less than 2 metres distance, for at least 15 minutes, without face mask) with a person suspected of having COVID (and who has been prescribed a PCR test), they must comply with the following instructions:

Què faig si sóc contacte estret d'un cas sospitós ?

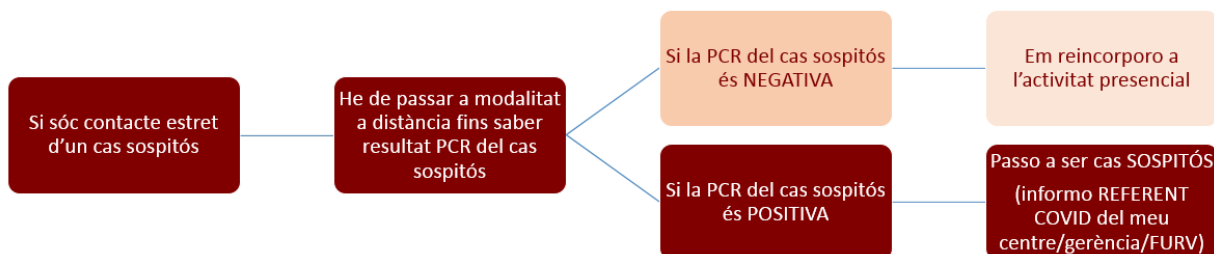


Figure 3: Action to be taken after having been in close contact with somebody who has been instructed to take a PCR test (suspected case)

36. What should I do if the result of my PCR test is negative?

If a member of the university community has taken the PCR test and the result is negative, they must comply with the following instructions:

Què faig si la meva PCR és negativa?

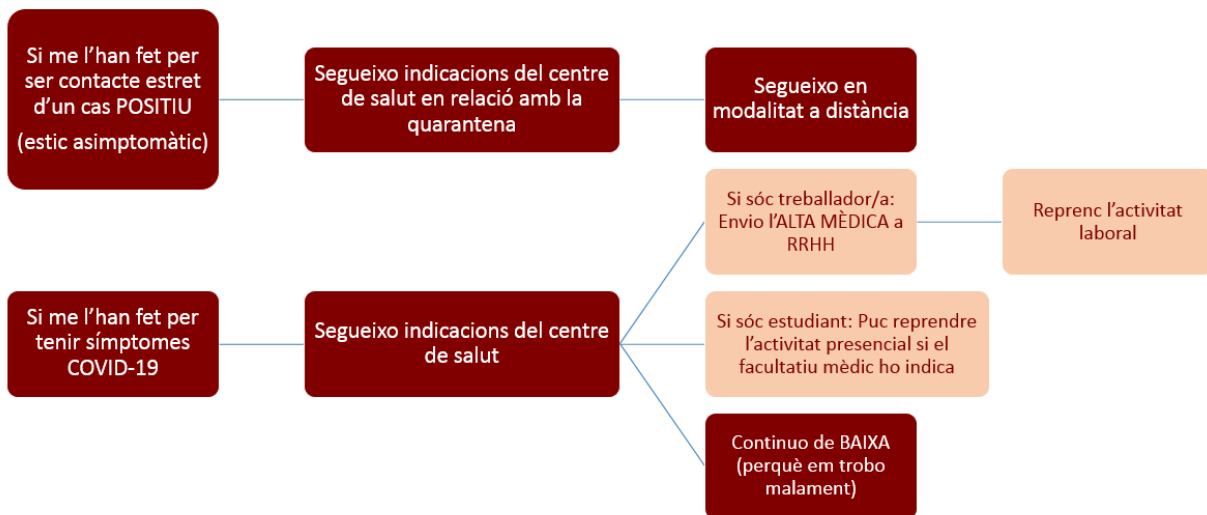



Figure 4: Action to be taken regarding test result.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 35 of 43</p>
---	---	--

C. HOW CAN ORGANIZE OURSELVES TO PREVENT COVID-19?

37. Criteria for working on site and from home

The intention is for the 2020/21 academic year to be taught in a combination of on-site and online activity. The ratio may vary in accordance with resolutions issued by the Rector on the basis of the latest information on the pandemic in the regions where the URV and the FURV operate.


The Office of the General Manager and the competent Office of the Vice-Rector will define in conjunction with the social agents how on site and online activity will be regulated. However, in terms of prevention, it is recommended to give priority to online activity as far as possible provided that this appropriate for the activity.

38. People vulnerable to COVID-19

In the case of people that may be vulnerable to COVID-19 due to their underlying medical circumstances, the External Prevention Service (EPS) of the URV and the FURV must determine the level of risk associated with going physically to work. On the basis of the EPS's recommendations, preventive measures will be established in accordance with the indications issued to risk prevention services by the Ministry for Health regarding exposure to SARS-Cov-2.

Affected workers must request this evaluation from the EPS by asking for an appointment for a medical check up. Students who have risk factors that make them vulnerable to COVID-19 must provide information about the preventive measures that, according to their doctor, the URV and the FURV need to apply. Each person in charge of an activity must determine how the academic activity due to health reasons.

The information provided will not include under any circumstances specific any medical data. It will only contain the specific preventive measures that need to be applied for the health of the student.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 36 of 43</p>
---	---	--


39. Presence of staff from other companies in URV and FURV buildings

Individuals responsible for works or service contracts must complete the Business Activity Coordination (BAC) procedure before the start of activity in case the contracted business has to carry out any activity in the installations of the URV or the FURV. They must also disseminate this Contingency Plan among the external businesses in their ambit of action and make the need to comply with its measures.

For FURV staff who work in the university hospitals, the individuals responsible for the activity, the Risk Prevention Office and the prevention services at the hospitals must together draw up a Business Activity Coordination procedure.

40. Civic agents and informants on measures to protect against COVID-19

1. When the 2020-21 academic year begins, if the evolution of the pandemic permits it, the URV will have civic agents and informants on measures to protect against COVID-19, who will assist in raising awareness amongst the university community about good practices for preventing the spread of COVID-19.
2. The civic agents, who will be students on internships for the INSERLAB course, will be assigned an academic tutor for the activity. They will wear an armband and a badge that will identify them as auxiliary support staff to help compliance with the regulations generated in response to the COVID-19 pandemic and they will work in pairs with a supporting tutor.
3. The functions of civic agents will be the following:
 - a. To ensure compliance with the COVID-19 preventive measures at the various campuses of the URV (for example: ensuring that everyone wears a mask, controlling the number of people in lifts, ensuring the use of hand sanitizer at the entrance to buildings).
 - b. Ensuring physical distancing at access points and the maximum numbers allowed in the URV's installations.
 - c. Recording incidents.
 - d. Checking that signs containing the safety regulations are well placed and accessible to everyone.
 - e. Providing information to users about the safety measures.
 - f. Warning users if they infringe the safety regulations-
4. The location of the civic agents and their working hours will be specified by those in charge of the activity.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 37 of 43</p>
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41. Preventive information on COVID-19 and visitors to the URV

The Risk Prevention Office will publish a document with the preventive measures for external visitors to the URV (external examination panel members, conference attendees, etc.) The individuals in charge of the activity at the URV must disseminate the document and if it needs to be adapted, seek assistance from the Risk Prevention Office.

42. Response to emergencies and drills

If there is an emergency, all people present will be follow the self-protection plans and the emergency plans and the campus public address system will be used for communication.

The emergency team will use walkie talkies in accordance with the preventive document.

Evacuation routes have to be kept clear will there are people in the building; if necessary, dissuasive systems must be put n place to prevent the inappropriate use of these routes.

If the necessary people are not present to form the intervention teams in the event of an emergency, the emergency officer must review and adapt the protocol to ensure deal as most effectively as possible with the emergency situation.


Evacuation and lockdown simulations will not be carried out because they lead to crowds forming, instead there will office/communication simulations.

D. MONITORING AND UPDATING THE CONTINGENCY PLAN

43. Monitoring the implementation of the Contingency Plan and updates

The Health and Safety Committee (HSS) will monitor the application of the measures contained in the present plan in coordination with the Working Group on Onsite Resumption of Activity.

The present Contingency Plan is under permanent review in accordance with new information that emerges about the COVID-19 and the measures decreed by the authorities. If there is any discrepancy or change in criteria, everyone will be required to comply with the latest instructions from the health authorities.

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 38 of 43
---	--	--

44. Non-compliance with the measures of the Contingency Plan

If any member of the university (PDI, PI, PAS, students and FURV staff) fails to comply with the measures established in the Contingency Plan, the relevant disciplinary procedure will be applied, and in the case of serious infraction, they may be prosecuted in the law courts.

In the case of non-compliance by external individuals, the relevant legal regime will be applied in each case (e.g. penalties on public contracts).

The HSS will be informed at regular meetings of the important incidents that have occurred and whether or not any disciplinary procedure or public contract penalty has been started do to non-compliance with the measures of the Contingency Plan.

45. Publication of the Plan


Once approved, the Contingency Plan will be published on the URV's website (www.urv.cat/coronavirus), on the FURV website and on the URV's intranet. It must be kept up to date in accordance with the current legislation, the recommendations of the health authorities and the indications of the competent authorities.

E. ANNEXES

46. References

General information

1. Ministry of Health: Up to date information about the COVID-19 outbreak:
<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCoV-China/home.htm>
2. Health Channel: <http://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/>
3. Sectoral Plan for Universities
https://interior.gencat.cat/web/.content/home/030_arees_dactuacio/proteccio_civil/consells_autoproteccio_emergencies/Coronavirus/fases_confinament/plans-de-desconfinament-sectorials/Pla-sectorial-Universitats-1.pdf
4. Plan Resolution SLT-1429-2020

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 39 of 43</p>
---	---	--

https://dogc.gencat.cat/ca/pdogc_canals_interns/pdogc_resultats_fitxa/?action=fitxa&documentId=875707&language=ca_ES

Specific information

5. Cleaning and disinfection of establishments and premises where humans gather
<https://canalsalut.gencat.cat/web/.content/A-Z/C/coronavirus-2019-ncov/material-divulgatiu/neteja-desinfeccio-establiments-locales-concurrencia-humana.pdf>.
6. Authorized virucides:
https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCoV-China/documentos/Listado_virucidas.pdf
7. Cleaning and disinfection of external spaces where humans gather
<https://canalsalut.gencat.cat/web/.content/A-Z/C/coronavirus-2019-ncov/material-divulgatiu/neteja-desinfeccio-espais-exterior-concurrencia-humana.pdf>.
8. Ventilation and heating and air conditioning systems
<https://canalsalut.gencat.cat/web/.content/A-Z/C/coronavirus-2019-ncov/material-divulgatiu/ventilacio-sistemes-climatitzacio.pdf>.

47. Acronyms


The acronyms used in the present document are the following (in alphabetic order):

Acronym	Meaning
BAC	Business Activity Coordination
CRAI	Learning and Research Resources Centre
HSS	Health and Safety Committee of the URV
RPC	Risk Prevention Committee delegated by the Governing Council
PPE	Personal protective equipment



FURV	URV Foundation
GCM	Bureau for Communications and Marketing
GTG	Technical Bureau of the Office of the General Manager
OE	Student Office
OLC	Campus Logistics Office
RPO	Risk Prevention Office of the URV and FURV
OSD	Dean's Support Office
PAS	Administration and services staff
PCR	Polymerase Chain Reaction test
PDI	Teaching and research staff
PI	Research staff
PROCICAT	Catalan Civil Protection
SREd	Educational Resources Service
SL	Language Service
EPS	External Prevention Service
SRH	Human Resources Service
SRM	Material Resources Service
URV	Universitat Rovira i Virgili


Table 2: List and meaning of the acronyms used in the Contingency Plan

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 41 of 43
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48. Relevant email addresses in the management of COVID-19 at the URV and the FURV

The most important email addresses regarding the preventive management of COVID-19 are as follows:

Email address	Who uses it	What do they use it for	Observation
covid19@urv.cat	The COVID-19 officer at each campus/faculty/school	Sending information collected in the COVID-19 forms and requesting assessment, if necessary.	The COVID-19 officers will use the form to record the relevant information in each case reported.
plansespecificscovid@urv.cat	Head of activity	Requesting permission to carry out activities that require explicit approval (see section 11)	
neteja@urv.cat	covid19@urv.cat	Requesting cleaning and disinfection	Depending on the information received from the COVID-19 officer
lliuramentep@urv.cat	Porter's Offices	Requesting replacement of masks and hand sanitizer	
covidftg@urv.cat covidfmcs@urv.cat covidfee@urv.cat covidetsa@urv.cat covidetse@urv.cat covidetseq@urv.cat covidfcep@urv.cat	Members of the university community linked to campuses, faculties, schools, departments, services/units and FURV.	Reporting suspected or confirmed cases of COVID-19	

 UNIVERSITAT ROVIRA I VIRGILI	CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION	Code: Pla contingència curs 2020/21 Edition: 0 Date: 22/09/2020 Page: 42 of 43
---	--	--

covidfq@urv.cat covidfe@urv.cat covidfcj@urv.cat covidfi@urv.cat covidfill@urv.cat covidfurv@urv.cat covidgerencia@urv.cat			
opreuncio@urv.cat	Members of the university community	Requesting assessment in relation to COVID-19	

Table 3: List of important email addresses for managing COVID-19


49. Declaration of responsibility for members of the university community

DECLARATION OF RESPONSIBILITY in the frame of the academic period resulting from the crisis caused by COVID-19 for the academic year 2020-21 of the Universitat Rovira i Virgili and the URV Foundation.

As a member of the URV and FURV community, I share the values of social engagement, well being and health that inform university life and which are stipulated in the respective ethical codes and I **DECLARE THAT**

ONE. I agree to learn the preventive and protective measures included in the Contingency Plan of the URV and the FURV, available on the institutional website, and to respect them; in particular those that refer to the duty to ensure self-protection. I will:

1. Take my temperature every day before I leave home. If I am more than 10 decimals over 37 °C, I will stay at home and contact my healthcare centre.
2. Wear at all times a hygienic or surgical mask in both open and closed spaces on the premises of the URV and the FURV.

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<p>CONTINGENCY PLAN FOR THE PERIOD AFFECTED BY THE COVID-19 EMERGENCY FOR THE ACADEMIC YEAR 2020-21 OF THE UNIVERSITAT ROVIRA I VIRGILI AND THE URV FOUNDATION</p>	<p>Code: Pla contingència curs 2020/21</p> <p>Edition: 0</p> <p>Date: 22/09/2020</p> <p>Page: 43 of 43</p>
---	---	--

3. On arriving at the premises of the URV or the FURV, follow the instructions regarding safe social distancing, hand hygiene, designated routes and entry and exit points, and ventilation, if appropriate.
4. Cough or sneeze whilst wearing a mask and/or covering my mouth with the inside of my forearm and avoiding touching my face, nose and eyes before washing my hands.

TWO. I understand the duty to keep a daily record of my close contacts and **I agree** to inform my COVID-19 officer at the URV or FURV, if they ask me, of the members of the university community with whom I have been in close contact (for at least 15 minutes, at a distance of less than 2 metres and without face mask) and to **follow the instructions** that I receive from the email address covid19@urv.cat, which is managed by the Risk Prevention Office of the URV and the FURV.

THREE. I understand the recommendation by the URV and the FURV to use the applications RadarCOVID to track contacts and **I understand** its importance in tracking individuals if cases of COVID-19 are reported.

FOUR. I understand that I am prohibited from entering buildings and premises of the URV and the FURV if I have symptoms compatible with COVID-19 or if I have been prescribed a PCR test. If the latter circumstance arises or I test positive, **I agree** to inform my centre, faculty, school or the Office of the General Manager using the relevant COVID email address that I have been given.

FIVE. I agree to follow the instructions given by the teaching staff to comply with the security measures that must be incorporated into the planning of subjects and the mixed teaching format (e.g. respecting groups that attend classes in person, not changing groups, etc.).

SIX. (for students only) I understand that it is prohibited to record classes or assessment activities without the authorization of the teaching staff and that it is prohibited to publish on the internet or via any other medium the classes, assessment activities and teaching materials that the teaching staff have provided me without their authorization