

COVID-19 PROTOCOL FOR TEACHING STAFF FOR UPC SCHOOL ACTIVITIES TAKING PLACE IN THE TECH TALENT CENTER (TTC) BUILDING.



Personal prevention measures

- Masks must be worn inside the Center, regardless of the physical distance between people.
- Wash your hands frequently with soap and water, or if this is not possible, with the hydroalcoholic solution you will find in the various areas.
- Dry your hands thoroughly with a disposable paper towel.
- Avoid physical contact in greetings.
- Avoid touching your eyes, nose and mouth.
- Avoid using classmates' material, equipment and devices as much as possible.
- Dispose of any personal hygiene items, and disposable handkerchiefs in particular, in the appropriate rubbish bins or containers immediately after use.



Contact restrictions

- The Center's academic secretary will have disposable surgical masks available for people who for justified reasons or circumstances arising from its use, have not brought a mask with them or it has become unusable.
- Maintain a personal safety distance of 1.5 metres at all times while walking around inside the Center.
- Enter classrooms and common areas at intervals, avoiding congestion and complying with the applicable regulations.
- Use the stairs and only use the lifts if this is essential. Use of the lifts will be limited to one person per journey.
- Avoid touching the handrail on the stairs when you use them.
- If you use the stairs at the same time as someone else:
 - Let people out before entering the stairs.
 - Give way to people approaching you on your right.
 - When entering the stairs, give way to people who are already going up or down.

- If a walkway narrows, give priority to the person who is already in the narrow area.
- Wash your hands with hydroalcoholic gel when entering and leaving classrooms. You will find a manual dispenser for hydroalcoholic gel at the entrance to each classroom.
- The layout of computer equipment, chairs and tables in each area in the classrooms may not be changed.
- Sit in the same place and use the same computer equipment in the classroom whenever possible.
- Queries, tutorials and other direct interactions between teachers and students should be carried out online. Under exceptional circumstances, they may take place in person, reserving the date and time with the Academic Secretary's Office. A maximum of 4 people may attend, and the safety distance of 1.5 meters must be maintained.
- Teachers must avoid moving around the classroom and always remain at least 2 meters from the first row of students under all circumstances. At the same time, as far as possible, the teacher should be the last person to enter the classroom after the students have taken their seats, and the first person to leave the classroom when teaching has ended.
- Avoid raising your voice, as all doors will be open to prevent contact with door handles and to facilitate ventilation of indoor spaces.
- The vending machines will not be operational.
- The teachers' room will remain closed.



Specific contingency plan in the event of the detection of symptoms or confirmed cases

The Center's specialist in issues related to COVID-19 is **Ana Hernández Zancada**.

Her email is ana.hernandez.zancada@fpc.upc.edu and her telephone numbers are 610 531 667/93 112 08 08.

- If you are not in the Center and have any symptoms (coughing, fever, breathing difficulty, etc.) that could be associated with COVID-19, do not come to the Center. Instead telephone 061/Salut Respon (the Catalan Health Service) and follow their instructions. You must also contact the Center's specialist in COVID-19 issues as soon as possible.

- If you are at the Center and have any symptoms (cough, fever, breathing difficulty, etc.) that could be associated with COVID-19, contact the Center's specialist in COVID-19 issues, who will refer you immediately to the COVID room. When you arrive, contact 061/Salut Respon (the Catalan Health Service) and follow their instructions.
- In the event that you subsequently test positive, you must contact the Center's specialist in COVID-19 issues as soon as possible in order to inform her and for the appropriate measures to be taken.



Cleaning and ventilation

- The common areas in the Center (toilets, corridors, entrance, elevators, rest area, etc.) and the classrooms will be cleaned and disinfected more frequently and progressively at the end of activities.
- The current hand soap will be replaced by an antiseptic soap with a stronger disinfection agent.
- All spaces will be ventilated for at least 15 minutes before and after each session.
- All doors and windows will be open whenever possible.



Finally, we encourage you to install the RADAR COVID app for more effective management of possible resurgences of the pandemic.

Barcelona, 09/09/2020.