



PREVENTIVE ACTIVITY COORDINATION EXTERNAL COMPANIES WITH THE SAME ACTIVITY

This document includes the prevention measures applicable in the different phases of confinement de-escalation planned by the UB and which must be provided by the institution of origin to its staff.

For face-to-face work at the University of Barcelona premises

1. Remember that you cannot come to work in person:
 - If you have any of the symptoms that may be associated with the coronavirus.
 - If you have been in close contact with a person with possible COVID-19 for the last 14 days.
2. Verify that your institution:
 - I. Has informed you about the risks and protection measures to be adopted, and specifically about the safety and health measures and recommendations of the health authorities related to COVID-19.
 - II. Has provided you with the appropriate protection material for the task to be performed, as well as the necessary equipment to face the risks arising from the health alert situation caused by the Covid-19, in accordance with what has been established by the UB.
 - III. Has considered the possible presence of particularly sensitive personnel in relation to the SARS-CoV-2 coronavirus infection, and has adopted, where appropriate, the corresponding preventive measures that allow you to carry out the work without raising the risk to your health.
3. All the staff of the institutions that attend the UB will comply with the same safety rules established in general for the UB staff.
4. Agree with your UB manager on the organizational measures described below, which are aimed at ensuring the interpersonal safety distance, and inform your institution if appropriate. Define if necessary:
 - The redistribution of workspaces,
 - Establishment of shifts,
 - Schedule flexibility,
 - Identification of tasks in which it will be difficult to respect the safety distance in order to:
 - Incorporate physical barriers and separation elements (partitions).
 - Determine the conditions under which the use of sanitary protection elements (face shields, gloves, ...) or personal protective equipment (FFP2 masks, ...) will be mandatory depending on the activity. Remember that the mask is currently mandatory in any activity and regardless of the safety distance.
5. When accessing your workplace and during your face-to-face activity, remember:
 - I. The basic rules you must follow at all times:
 - When you access the centre, you must disinfect your hands well with hydroalcoholic gel and let it dry before doing any activity.
 - Wear the mask correctly.
 - Always keep interpersonal safety distance (>1.5m).
 - Wash your hands frequently and thoroughly with soap and water or with hydroalcoholic gel¹.
 - II. That you must wear the surgical mask provided at the entrance, and wear it at all times and regardless of the distance, in accordance with current regulations: [Resolution SLT/1648/2020](#)
You need to renew your surgical mask according to its use.

¹ It is important to let the hydroalcoholic gel dry well and not to use immediately any equipment that may have fire or flame.

- III. You need to wash your hands well often, and:
- whenever you go to the bathroom,
 - after coughing, sneezing or sniffing,
 - before eating or handling food,
 - after handling waste, or
 - after getting your hands dirty.
- IV. You must wear gloves if you:
- receive material or packages (remember that you must disinfect them before handling them without gloves),
 - use shared equipment, tools or materials (which you must disinfect with a wipe soaked in hydroalcoholic gel before and after use), or
 - disinfect spaces, tables, etc. with chemicals such as diluted bleach solution or others (in this case you must also wear goggles or face shield).

Continued use of gloves is not advisable, as they only serve as protection if used correctly and can create a false sense of security.

6. Here are some infographics to learn how to put on your mask and gloves correctly:

Respira segur@

Cómo ponerse la mascarilla

1. Lavarse las manos y la cara.
2. Coger y abrir la mascarilla.
3. Tomar por la parte delantera y dejar libre las bandas de sujeción.
4. Ponerla sobre la cara y pasar las gomas por la cabeza, ajustar una por encima y otra por debajo de la oreja.
5. Ajustar los bordes de la mascarilla a su contorno.
6. Ajustar el clip nasal a la nariz.
7. Cubrir con las manos y exhalar con fuerza para comprobar si hay fuga de aire.

Cómo quitársela

1. La mascarilla es la última protección a retirar.
2. Retirar las gomas sin tocar la mascarilla contaminada.
3. Desechar la mascarilla en el contenedor indicado.
4. Lavarse las manos.

Qué no hacer

- X No llevarla fuera del lugar indicado.
- X No tocar la parte delantera de la mascarilla ni la cara.
- X No llevar la mascarilla colgando.

De ti también depende

Mutua Universal

Manipula segur@

Antes de usar guantes

Lavarse las manos.

Cómo retirarlos

1. Pellicar por el exterior del primer guante.
2. Retirar el guante en su totalidad sin tocar la parte interior del mismo.
3. Recoger el primer guante con la otra mano.
4. Retirar el segundo guante introduciendo los dedos por el interior.
5. Retirar el guante sin tocar la parte externa del mismo.
6. Desechar los dos guantes en el contenedor adecuado.

Después

Lavarse las manos.

Recuerda: mientras los usas contaminas todo aquello que tocas

De ti también depende

Mutua Universal

7. Don't forget the health recommendations:

#EnsEnSortirem

GRACIES PER LA VOSTRA COL-LABORACIÓ

Mesures de prevenció per la reincorporació al centre de treball

- / Renteu-vos sovint les mans amb sabó o amb gel hidroalcohòlic.
- / Manteniu la distància de seguretat de dos metres amb la resta de companys.
- / Utilitzeu les escales en lloc de l'ascensor.
- / Eviteu els petons i les encaixades de mans.
- / Tapau-vos amb el colze en tossir o esternudar.
- / Eviteu tocar-vos els ulls, el nas o la boca.
- / Eviteu compartir equips i dispositius amb altres treballadors.
- / Eviteu les reunions presencials, afavorint les videoconferències o altres sistemes no presencials.
- / Facilita la tasca del personal de neteja i desinfecció, deixant l'espai de treball el més lleure possible.
- / L'empresa us facilitarà els elements de protecció individual que es requereixin en funció del risc.
- / Cal que els treballadors facin seguiment i vigilància dels possibles símptomes dos cops al dia i que ho reportin a l'agència STOP COVID19 CAT.
- / Si teniu qualsevol símptoma, no acudiu al vostre centre de treball.
- / És recomana l'ús de mascarata. Quan no es pugui garantir la distància de seguretat, el seu ús és obligatori.

Generalitat de Catalunya | ub.edu/coronavirus | UNIVERSITAT DE BARCELONA

#EnsEnSortirem

EVITEM ELS CONTAGIS

Consells per desplaçar-vos a la feina

- / Utilitzeu, sempre que pugueu, mitjans de transport individuals, com la bicicleta, la moto o el cotxe, o desplaçau-vos a peu.
- / Si heu d'utilitzar un transport col·lectiu:
 - Utilitzeu mascarata.
 - Mantingueu la distància de seguretat d'1 metre i mig a les andanes i dins dels vehicles.
 - Si us trobeu persones conegudes, eviteu-ne el contacte i mantingueu sempre la distància aconsellada.
 - Procureu tocar el mínim imprescindible els elements comuns, com ara botons, barres, portes, seients, vidres, etc.
 - No utilitzeu l'ascensor, si el transport en t6, però si l'heu de fer servir, que sigui individualment. És millor utilitzar les escales mecàniques o pujar i baixar a peu, i sempre mantenint una distància d'un metre entre persones.
 - Quan sortiu del transport públic i arribau a la feina, renteu-vos molt bé les mans amb aigua i sabó o solucions hidroalcohòliques.
 - A les estacions i parades de transport públic, feu una cua ordenada i mantingueu la distància de seguretat.
 - Intenteu evitar les hores punta, i sempre que pugueu, flexibilitzeu els horaris d'entrada i sortida a la feina.

Generalitat de Catalunya | ub.edu/coronavirus | UNIVERSITAT DE BARCELONA



8. Let's do a little review:

- a. Comply with all the prevention measures indicated.
- b. Always maintain an interpersonal safety distance of 1.5 meters.
- c. Avoid close greeting and physical contact, especially handshakes.
- d. Avoid using equipment, devices, utensils and objects from other workers as much as possible. If necessary, increase precautions and, if possible, disinfect them before and after use. If this is not possible, wash your hands immediately after use.
- e. Wash your hands frequently with soap and water, and use hydroalcoholic solutions. Each wash should last at least 20 seconds, with soap and water, and do so especially after coughing or sneezing or after touching potentially contaminated surfaces.
- f. Cover your nose and mouth with a disposable handkerchief when you cough and sneeze, and then throw it in a trash can (mixed waste fraction). If you do not have handkerchiefs, use the inside of your elbow to avoid contaminating your hands.
- g. Avoid touching your eyes, nose or mouth.
- h. Make it easier for cleaning staff when you leave your place, leaving it free of objects and any items that make cleaning and disinfection difficult.
- i. Throw away any personal hygiene waste - especially disposable handkerchiefs - immediately in the bins.
- j. If you notice that you are starting to have symptoms, warn your colleagues and superiors, take extreme precautions for both social distancing and hygiene while you are at work and contact the occupational risk prevention service immediately, with your primary care doctor, on the COVID-19 helpline, or use the STOP COVID19 CAT application from your mobile phone or tablet.

WORK SAFE and in case of any doubt, contact the person responsible for your space, with the prevention service of your institution. Integrating prevention is vital in this situation: Take co-responsibility !!

<http://www.ub.edu/ossma/>

ossma@ub.edu