



ACTION PROTOCOL OF THE UNIVERSITY OF BARCELONA IN RESPONSE TO THE ACTIVATION OF THE COVID-19 (SARS-CoV-2) HEALTH ALERT

First version: 28/02/2020

Updated: 12/03/2020

This protocol will undergo constant review in response to new developments and as new information becomes available.



INTERNAL ACTION PROTOCOL OF THE UNIVERSITY OF BARCELONA IN RESPONSE TO THE ACTIVATION OF THE COVID-19 (SARS-CoV-2) HEALTH ALERT

1. PURPOSE

1.1 This protocol describes the various actions that the University of Barcelona has adopted and has planned in response to the activation of the coronavirus (COVID-19 SARS-CoV-2) health alert.

1.2 This protocol will undergo constant revision in response to new developments and as new information becomes available about the disease and in accordance with instructions issued by the competent authorities.

2. COMPETENT BODIES

2.1 The Rector of the University of Barcelona is the only person at the University of Barcelona with the capacity to make decisions regarding the application of the measures contained in this protocol, in accordance with the instructions received from the health authorities (Catalan Ministry of Health and Spanish Ministry of Health, Consumer Affairs and Social Welfare) and other competent authorities.

2.2 A Crisis Committee has been created to assist the Rector's Office in the adoption and monitoring of the measures contained in this protocol.

The Committee will be comprised of the following members:

- the Rector, who will serve as the chair
- the Dean of the UB's Faculty of Medicine and Health Sciences
- the Vice-Rector for Communication
- the Vice-Rector for Students and Language Policy
- the Vice-Rector for Research
- the Vice-Rector for Outreach and Internationalization
- the General Manager
- the Head of Bureau at the Rector's Office
- the Head of Legal Services and Agreements

Other members of the administration and staff will be invited to take part in meetings when deemed necessary in keeping with the specific issues to be addressed.



2.3 The Rector of the University of Barcelona, or the person/s appointed by the Rector in each case, will act as the spokesperson for the University of Barcelona in matters related to this protocol, both internally (with members of the university community and its governing bodies) and externally (with the media).

3. PRINCIPLES

The University will adopt the measures recommended in each case by the competent authorities in accordance with the following principles and provisions:

- The recommendations of the health authorities and emergency authorities and personnel will always be followed.
- Measures will be adopted and implemented in accordance with the principle of proportionality and with the utmost respect for individuals, prioritizing the principle of prevention.
- Every effort will be taken to avoid provoking undue alarm and to provide accurate, uniform and transparent information by means of a dedicated section of the University of Barcelona website (www.ub.edu/coronavirus) that will be continually updated, and via the email address info-coronavirus@ub.edu.

4. ACTIONS TO BE TAKEN IN THE EVENT THAT COVID-19 SARS-CoV-2 IS DETECTED IN A MEMBER OF THE UNIVERSITY COMMUNITY

4.1 The UB unit responsible for liaising with the health authorities is the Medical Service Unit of the Health, Safety and Environment Office (OSSMA), which will report any and all cases to the Rector's Office and proceed in accordance with this protocol.

4.2 Members of the UB university community who become infected with COVID-19 SARS-CoV-2 or who are affected by containment and/or quarantine measures must, whenever possible, immediately report their circumstances to the University at the e-mail addresses medicinadeltreball.ossma@ub.edu and info-coronavirus@ub.edu.

4.3 If the Medical Service Unit of OSSMA receives any individual who is suspected to have become infected with COVID-19 SARS-CoV-2, the individual will be placed in isolation and urgent notification sent to the Public Health Agency of Catalonia and to the Rector. Once this notification has been sent, we will follow the instructions received from the Public



Health Agency and remain in contact to be informed about the evolution of the case. The Rector will be informed at all times about all developments.

4.4 The University of Barcelona will make all necessary arrangements with the Public Health Agency. It will then make all necessary arrangements with the National Social Security Institute, the pertinent health insurer and/or any other corresponding insurance company and will follow the procedures established in each case.

4.5 If a student or a member of the administrative and service staff or teaching and research staff visiting the University of Barcelona as part of a mobility programme becomes infected with COVID-19 SARS-CoV-2, the Office of Mobility and International Programmes will communicate the situation to the home university or institution and the appropriate support will be provided to those affected. In the case of national mobility students, the situation will be communicated by Academic Management and notification will be sent to OSSMA.

4.6 Any transmission of personal data resulting from the alert management process must be managed in accordance with all legally applicable provisions and must be communicated to the UB Data Protection Officer (protecciodedades@ub.edu).

5. MEASURES ADOPTED WHILE THE HEALTH ALERT IS ACTIVE

For as long as the health alert for COVID-19 SARS-CoV-2 is active, the following measures must be taken:

5.1 Staff travel (teaching and research staff/administrative and service staff):

5.1.1 In keeping with the recommendations of the Ministry of Health, Consumer Affairs and Social Welfare as an exceptional requirement, and for the duration of the health alert, any University of Barcelona employee who, for the purpose of University business, wishes to travel to risk areas will require express written authorization from the Rector, or a duly appointed representative, which must be requested in writing with the approval of the respective department head or supervisor. Updated information on risk areas will be posted on the UB website in accordance with the recommendations of the public health authorities.

<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/areas.htm>

5.1.2 Employees who travel to risk areas and are not affected by confinement or quarantine measures must follow the recommendations issued by the health authorities



and institutions in the host region. The University of Barcelona will provide any support needed in each case.

5.1.3 Employees are responsible for seeking the necessary authorizations in each case for all travel, and must notify all relevant parties. All heads of department must ensure that the department's teaching and research staff notify all relevant parties of their travel plans and must keep the Academic Staff unit informed of all authorized travel at the email address personal.academic@ub.edu.

5.1.4 Faculty administrators and heads of service are responsible for contacting keeping the list of travelling administrative and service staff up to date. All travel must be communicated to the Administrative and Service Staff office at the email address pas@ub.edu.

5.2 Scheduled activities at faculties and university schools:

In order to take the most appropriate actions in the event that measures to suspend activities or close facilities are implemented while the alert for COVID-19 SARS-CoV-2 is activated, all faculties and university schools must notify the Rector's Office of all extracurricular activities scheduled to be carried out on its premises.

5.3 Other measures:

The Rector will take all necessary measures indicated or recommended by the competent authorities, which will be published on the Transparency Portal and posted on the UB website.

6. SUSPENSION OF ACADEMIC ACTIVITIES

6.1 The Rector will approve the total or partial suspension of academic activities in accordance with the recommendations issued by the competent authorities.

6.2 The decision to suspend academic activities will be published on the Transparency Portal and posted on the UB website. The decision will be communicated to:

- the competent health authorities;
- the Secretariat of Universities and Research of the Government of Catalonia;
- the deans of all affected UB faculties and the heads of University services;
- the Student Council;
- centres affiliated to the UB that provide teaching in UB facilities;
- the universities with student mobility agreements with the UB, and



- the directors of institutions belonging to the UB Group that may be affected.

6.3 The suspension of academic activities will include the closure of the following facilities and services:

- classrooms and laboratories where teaching takes place, including field studies and doctoral studies facilities;
- libraries and study rooms of the Learning and Research Resources Centre;
- UB Sports;
- UB collaboration and placement grants carried out at UB facilities;
- cafes and restaurants located on UB premises;
- copy and printing services located on UB premises;
- courses and activities scheduled to be held on University premises (secondary school tours, courses offered by the Institute for Lifelong Learning, the School of Modern Languages, Catalan courses, Hispanic Studies, the Josep Finestres Foundation, and the Institute for Professional Development and Corporate Training), and
- activities arranged by means of agreement that are scheduled to be carried out on UB premises and permits for the temporary use of/rentals of UB facilities.

Placements outside UB premises will not be interrupted unless at the discretion of the host company/institution, etc.

6.4 The teaching and research staff and the administrative and service staff, including those working at units that are closed to the public, will continue to carry out their duties regardless of whether classes are in session or not.

6.5 The teaching and research staff will reinforce attendance and tutorial guidance via the Virtual Campus. Under no circumstance may meetings or tutorials be held with students on University of Barcelona premises.

6.6 Once the suspension of activities has been lifted, the University of Barcelona will reschedule all affected academic activities, where possible. The students' right to assessment will be guaranteed in all cases.

6.7 Suspended external activities will be rescheduled if possible.

6.8 The faculties and university schools are responsible for communicating the suspension of activities to people or entities that have planned activities on University premises and will notify the Rector's Office.



6.9 The University of Barcelona's Heritage Service will notify concession holders of the suspension of activities.

6.10 The director of the Area of Infrastructure and General Services will notify the companies responsible for cleaning, maintenance, security, landscaping and other service contracts of the suspension of activities.

7. CLOSURE

7.1 The Rector will approve the total or partial closure of University of Barcelona facilities in accordance with the recommendations issued by the competent authorities.

7.2 The decision to close the University will be published on the Transparency Portal and posted on the UB website. The decision will be communicated to:

- the competent health authorities;
- the Secretariat of Universities and Research of the Government of Catalonia;
- the Ministry of Universities, the Ministry of Science and Innovation and the Spanish National Research Agency;
- the European Commission;
- The Agency for Management of University and Research Grants;
- the Carlos III Health Institute;
- the universities with student or staff mobility agreements with the UB;
- the deans of all affected UB faculties and university schools and the heads of University services;
- the Student Council;
- workers' representatives;
- the affiliated centres responsible for teaching on UB premises, and
- the directors of institutions belonging to the UB Group.

7.3 A facility shut-down will result in the suspension of all activities scheduled to take place on the premises including exams, competitive exams, thesis defences, etc.

7.4 The teaching and research staff will reinforce attendance and tutorial guidance via the Virtual Campus. Under no circumstance may meetings or tutorials be held with students on University of Barcelona premises.



7.5 In the event of closure, the Rector will declare the corresponding period a non-working period by means of a resolution that will be published via the University's electronic office.

7.6 At the end of the closure period, if possible, the University of Barcelona will reschedule all affected academic activities and all suspended activities.

7.8 In the event of a facility shut-down, access will be denied to all but authorized personnel as defined in this protocol.

7.9 A list of **critical services** that require the presence of personnel in the event of closure is included as annex 1. The general management will inform the workers' representatives of the measures planned and will notify the specific people concerned, ensuring, in all cases, their safety and health and providing all the equipment and measures necessary to do so (information and training, transport, protective equipment, etc.).

7.10 A list of the units and people who must be able to work remotely during the closure period, if necessary, with any software and applications they might require is included as annex 2. The general management will inform the workers' representatives of the measures planned and will notify the specific people concerned, ensuring, in all cases, their safety and health and providing all the equipment and measures necessary to do so (information and training, equipment, etc.).

In the event of a facility closure, the directors of the Area of Infrastructure and General and the Area of Information and Communication Technologies will be responsible for undertaking any necessary coordination actions with maintenance and security companies to ensure the correct operation of facilities. Units whose services are effected must ensure that these companies are notified.

7.12 The faculties and university schools are responsible for communicating the closure of UB facilities to the people or organizations that have planned activities on University premises and will notify the Rector's Office.

7.13 The University of Barcelona's Heritage Service will notify concession holders of the closure of UB facilities.

8. HALLS OF RESIDENCE

The UB's Halls of Residence will establish their own protocols on the basis of advice received from the competent health authorities.



9. REVIEW

This protocol will undergo constant review in response to new developments and as new information becomes available. Modifications will be posted on the University of Barcelona website.

10. PUBLICATION OF THIS PROTOCOL

This protocol, which has been reported to the Governing Council of the University of Barcelona, will be published on the website of the University of Barcelona and will remain in force for as long as COVID-19 SARS-CoV-2 alert is active.

REFERENES

Spanish Ministry of Health, Consumer Affairs and Social Welfare

<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/home.htm>

Catalan Ministry of Health

<http://salutweb.gencat.cat/ca/inici>

http://salutpublica.gencat.cat/web/.content/minisite/aspcat/vigilancia_salut_publica/alertes_salut_publica/Nou-coronavirus-2019-nCoV/preg-respost-escoles-nou-coronavirus.pdf

University of Barcelona

www.ub.edu/coronavirus/

<https://www.ub.edu/web/ub/ca/sites/transparencia/>

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



Annex 1. Critical services requiring physical presence on university premises

Critical services that require the presence of personnel in the event of closure

- Care of animals in animal facilities
- Radiology facilities
- -80 rooms
- Microscopy Service
- ... laboratory
- Cadaver Donation Service (Clínic and Bellvitge)

List of personnel covering each service in the event of closure:

Unit	ID	Contact info	Head of unit



Annex 2. Critical services requiring physical presence on university premises

Units that must guarantee the ability to work remotely in the event of closure:

- The members of the executive team, area directors and the general management team.
- The head of bureau at the Rector's Office and the director of the Rector's Office and General Management
- ICT
- Communications
- HR
- Treasury and accounting
- Medical services of the Office of Health, Safety and Environment
- Head of security
- Mobility Office
- Office of Organization and Support for Students and Centres
- Legal Services
- Data protection
- General Registry

List of personnel providing service in the event of closure:

Unit	ID	Contact info	Head of unit



References

Ministry of Health

<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/home.htm>

Department of Health

<http://salutweb.gencat.cat/ca/inici>

http://salutpublica.gencat.cat/web/.content/minisite/aspcat/vigilancia_salut_publica/alertes_salut_publica/Nou-coronavirus-2019-nCoV/preg-respost-escoles-nou-coronavirus.pdf

University of Barcelona

www.ub.edu/coronavirus/

<https://www.ub.edu/web/ub/ca/sites/transparencia/>

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