

PROTOCOL FOR ACTION IN THE FACE OF THE HEALTH ALERT FOR COVID-19 (SARS-CoV-2)

Last updated: 12-03-2020

This protocol is subject to ongoing review based on new developments and new information when it becomes available.

1. OBJECTIVE

- 1.1. This protocol includes the actions that Blanquerna-URL has planned and adopted in the face of the activation of the health alert for COVID-19 (SARS-CoV-2).
- 1.2. This protocol is subject to ongoing review based on new developments and the information available about the disease and the instructions received from the competent authorities.

2. ENTITIES RESPONSIBLE

2.1 Blanquerna's Board of Directors (director general, financial director and deans) and the Monitoring Committee of COVID-19 (the Dean of the Faculty of Psychology, Education and Sports Sciences, Head of Human Resources, Head of Communications, Chairman of the Intercenters Employees' Committee, a researcher expert in public health, and a representative of the administrative and service personnel) are the only entities in Blanquerna competent to agree on the application of the measures contained in this protocol, in function of the instructions received from the health authorities (Ministry of Health of the Generalitat de Catalunya and Ministry of Health, Consumer and Social Welfare) and other competent authorities.

2.2 Blanquerna has a representative on the URL Monitoring Committee who is in constant communication with this Committee. She is the Head of Communications.

2.3. The Director General of Blanquerna, or the person designated in each case, is the interlocutor of Blanquerna with regard to the actions derived from this protocol, both internally (with the members of the university community and the governing bodies) and externally (with the media).

Blanquerna will take the measures recommended by the competent authorities in each case, in accordance with the following principles and predictions:

- The instructions of the health authorities and the emergency authorities and personnel will always be followed.
- The adoption and application of the measures will be in accordance with the principle of proportionality and maximum respect for people, and the precautionary principle will prevail.
- Precise, uniform and transparent information will be provided in [a special section on the Blanquerna website](#) which will be continually updated.

3. ACTIONS IN CASE OF DETECTION OF A CASE OF COVID-19 (SARS-CoV-2) IN A MEMBER OF THE UNIVERSITY COMMUNITY

- 3.1. In each faculty the dean (or the financial director in the case of General Services) will be responsible for management of the information and attention to cases that may arise. They will communicate the situation to the Director General, who will be the only interlocutor with the health authorities, and who must act in accordance with this protocol.
- 3.2. The members of the Blanquerna community (teaching or research personnel hereafter referred to as PDI / administrative and service personnel hereafter referred to as PAS) who become infected with COVID-19 or are affected by measures of confinement and / or quarantine must immediately report their medical leave to the faculty through the usual channels.
- 3.3. The members of the Blanquerna community (students) who become infected with COVID-19 or are affected by measures of confinement and / or quarantine, will notify their tutor, who will inform the Dean.
- 3.4. The instructions of the Public Health Agency of Catalonia will be followed at all times, and the Monitoring Committee will remain in contact in order to be informed of the evolution of these cases.
- 3.5. Blanquerna will make the appropriate arrangements with the Public Health Agency of Catalonia and will then make the necessary arrangements with Social Security, private insurance and / or the corresponding insurance agencies, if applicable, and follow established procedures.
- 3.6. In the event that students, PAS or PDI who are doing an exchange or research stay in Blanquerna are infected with SARS-CoV-2, the person in charge of International Programs will notify the university or institution of origin and provide the appropriate support to those affected.
- 3.7. Students, PAS or PDI of Blanquerna who are abroad for an exchange or research stay must follow the directions of the health authorities of each country and their host universities. Students who decide to return to Blanquerna and come from risk areas must follow local instructions, and voluntary preventive isolation is recommended.

4. MEASURES TAKEN FOR THE DURATION OF THE HEALTH ALERT WITH REGARD TO THE TRAVEL OF ADMINISTRATIVE AND TEACHING/RESEARCH STAFF

For the duration of the health alert regarding the COVID-19 (SARS-CoV-2), the following measures must be implemented:

4.1. In accordance with the emergency recommendations made by the Ministry of Health, Consumer and Social Welfare, and while the health alert is in place, any Blanquerna member of staff who, due to their activity at university, must travel to areas of risk is required to obtain explicit written authorization by the Dean/Director—or by the person who has been designated— following a justifiable request. It is essential to check the updated map of the Health Department before traveling.

4.2. Members of staff who are currently in areas of risk and are not affected by containment measures or quarantine must comply with the corresponding recommendations of the health authorities and the host institutions. Blanquerna will offer the necessary support in each case.

5. SUSPENSION OF ON-CAMPUS CLASSES

5.1. The Board of Directors, with the support of the Monitoring Committee, will agree to complete or partial suspension of all face-to-face academic and teaching activities in accordance with the instructions given by the competent authorities.

5.2. The announcement of the suspension of all face-to-face academic and teaching activities will be published on the Blanquerna website. In addition, the following entities will be notified:

- the appropriate health authorities
- the URL Rectorate
- the Deans of other Blanquerna Schools
- the Student Council
- places where Blanquerna staff teach courses in installations that are not owned by Blanquerna

5.3. The duties of administrative, teaching and research staff are maintained as they must continue to provide their services at the corresponding center.

5.4. Teaching and learning activities will not stop even if face-to-face classes are cancelled. Teaching and research staff will manage online learning-and-teaching resources and will reinforce the support and tutoring of students through SCALA Virtual Campus. Under no circumstances can there be any on-campus tutorial sessions or meetings at Blanquerna facilities.

5.5. The Head of General Services will make the announcement of the suspension of all on-campus teaching and learning activities to the corresponding companies with whom Blanquerna has contracts for cleaning, security, restaurant services, printing services and others.

6. CLOSURE OF BLANQUERNA AND SHUTDOWN OF ACTIVITIES

6.1. The Board of Directors will agree to close down —completely or partially— Blanquerna facilities and activities in accordance with the instructions of the competent authorities.

6.2. The decision to close down will be announced to all of the university community. In addition, the following entities will be notified of this decision: the URL Recorate; the competent health authorities; universities with which Blanquerna has signed a mobility agreement; administrative, teaching and research staff; the employees' representatives; companies with whom Blanquerna has contracts for cleaning, security, restaurant services, printing services and others.

6.3. Closing down the university facilities will result in the suspension of all activities to take place, including exams, defense of thesis/dissertations, etc.

6.4. Teaching and research staff will manage online learning-and-teaching resources and will reinforce the support and tutoring of students through SCALA Virtual Campus. Under no circumstances can there be any on-campus tutorial sessions or meetings at Blanquerna facilities. Teaching and learning activities will not stop even if face-to-face classes are cancelled.

6.5. The closure of the facilities will result in the forbidding of access to all except for authorised personnel as described in this protocol.

6.6. Blanquerna has envisaged the critical minimum services for which staff presence would be required. The departments of the Deans, Financial Management and Human Resources will notify beforehand the employees' representatives as well as the personnel involved. The security and the health of the above-mentioned personnel will always be protected, and all equipment and measures will be provided accordingly (information and training, transport, protective gear, etc.).

6.7. Blanquerna will inform the employees' representatives and personnel about the fact that, during the period of closure, they can work remotely, using the corresponding software and applications required. The personnel and departments affected by this measure will be duly notified.

In any case, the security and health of these workers will be guaranteed, and all of the equipment and measures necessary (information and training, equipment, etc.) will be provided.

6.8. In the event of having to close the facilities, General Services and the Director of the Area of IT and Communication will make sure that there is the appropriate coordination with the companies for maintenance and security to ensure smooth continuation.

6.9. The Schools —through their departments of communication— are responsible for giving notice of the school closure to the people or institutions that may have scheduled activities to be held in the university facilities.

7. REVISION

This protocol is subject to ongoing review based on new developments and new information when it becomes available. The changes will be published on the Blanquerna website.

The Board of Directors and the Monitoring Committee are responsible for these reviews.

8. PUBLICACION OF THIS PROTOCOL

This protocol, of which the Executive Council and the Rector of the URL have been informed, is published on the Blanquerna website and remains in effect while the health alert for COVID-19 (SARS-CoV-2) is active.