

COVID-19 Precautionary Measures

Updated on: 13/01/2021

Latest included regulations: Decree 2/2021 and Council of Government Agreement of 11th January 2021 (BOIB [Official Gazette], 12th January)

Contents

1. Individual Measures	1
2. General Collective and/or Organisational Measures.....	2
3. Specific PAS Staff Measures	4
4. Specific Measures for Lecturers in Classrooms	5
5. Specific Measures for Teaching Practicals	6
6. Specific Measures for Face-to-face Exams	7
7. Specific Measures for Research Laboratories	10
8. Specific Measures for Outdoor Work and Field Trips for Teaching and Research	10
9. Specific Measures for Participant Support in Research Studies	11
10. Public Events and Other Non-teaching Activities	12
11. Case Management	13
Appendix I. Attendance Registration to Prevent COVID-19	14
Appendix II: Preventive Measures and Recommendations Aimed at Students Regarding COVID-19 and Exams.....	15

1. Individual Measures

Keep at a safe personal distance of at least 1.5 metres at all times. Wherever possible, increase this distance especially in closed spaces with little ventilation or when performing activities that generate more respiratory droplets and aerosols, such as singing, exercising or shouting.

Approved masks must be worn at all times in work centres and outdoor spaces, regardless of whether the safety distance can be maintained or not, there are screens in offices and ventilation is adequate. Masks must be used correctly, covering the nose and mouth, and must at least be hygienic face masks (UNE standard EN-064/2020). Staff at high risk of exposure to the virus, as well as those deemed particularly sensitive

workers in accordance with the report issued by the Medical Unit, must use FFP2 masks (PPE). Masks must not have a breathing valve. Video on correct mask use.

Wash your hands carefully and frequently for at least 40 seconds with soap and water; otherwise, use hand sanitiser. Bear in mind that when your hands are visibly dirty, hand sanitiser does not correctly disinfect them and you need to use soap and water. Poster on correct hand washing.

Breathing etiquette:

- Cover your nose and mouth with a tissue when you cough or sneeze and dispose of it in the rubbish. Afterwards, wash your hands
- If you do not have any tissues, use the inside of your elbow to avoid contaminating your hands
- Avoid touching your eyes, nose or mouth as hands help transmission.

Do not use greetings that involve physical contact.

2. General Collective and/or Organisational Measures

Where you are unable to keep the safety distance of 1.5 metres, you must take alternative measures (work schedules and shifts, installing physical barriers, etc.). Working from home shall be given priority wherever possible.

Whenever necessary, change the layout of work stations, how people circulate in communal areas (avoiding people crossing one another, where possible) and the distribution of spaces (furniture, shelves, etc.) with a view to ensuring safety distances can be maintained.

Meetings shall be run via video-conference wherever possible. If they need to be face-to-face, meeting attendees shall wash their hands before entering, maintain a distance of 1.5 metres, wear a mask and ventilate the room. Where necessary, the number of people in the room shall be reduced to ensure personal safety distance. There shall be an attendance register for the meeting stating the name and surnames of attendees, their telephone number, and the location, date and time of the meeting (please see Appendix 1).

Social meetings at work shall be limited to:

- Safety Tier 1: 20 people in outdoor spaces and 10 indoors
- Safety Tier 2: 10 people in outdoor spaces and 6 indoors
- Safety Tier 3: 6 people in outdoor and indoor spaces
- Safety Tier 4: 6 people in outdoor spaces. Meeting in indoor spaces is not permitted
- Temporary and exceptional measures on the islands of Majorca and Ibiza from 13th to 30th January 2021:
 - Only family and social meetings shall be permitted for those belonging to the same household both in public and private spaces, indoors and out
 - Social meetings at work are not allowed

- No food or drink shall be consumed in communal spaces in buildings
- Cultural activities with a public audience are not allowed, except for theatres, auditoriums and cinemas, which shall ensure reduced capacity of 30% occupancy
- Cafeterias in education centres may remain open with a maximum 30% occupancy indoors and 50% on terraces.

Ventilation:

- The UIB has increased air circulation to the maximum in spaces fitted with mechanical ventilation systems. It has also increased cleaning and filter replacement frequencies
- Bear in mind that individual air conditioning units (split) are not fitted with air exchangers
- CO₂ is a gas that people exhale and serves as an air quality indicator: if ventilation is poor, the concentration of CO₂ will rise and increase the risk of contracting COVID if an infected person is present. CO₂ concentration outdoors is around 400 ppm; in enclosed spaces, ventilation is deemed poor where this figure rises above 800 ppm, according to current regulations. Prevention Service studies state that when mechanical ventilation is used, it is not generally required to open doors and windows. In shared rooms and spaces with no mechanical ventilation system, doors and windows need to be opened for at least 5 minutes every 20 minutes of activity, although it is better to keep them open wherever possible. CO₂ gauges have been purchased and are available from porter's lodges so that lecturers and heads of services can check whether there is sufficient ventilation in rooms and spaces. If the figure comes in above 800 ppm, increase ventilation by opening doors and windows or reduce occupancy until the figure drops.

| 3 |

Cleaning and disinfecting:

- The cleaning subcontractor has boosted disinfection at centres and workstations, increasing cleaning of frequently used surfaces (handrails, bathrooms, doorknobs, desks, keyboards, etc.). Offices are disinfected once a day. Classrooms and study rooms are disinfected in the morning and afternoon
- In addition, every staff member (PDI and PAS) must disinfect surfaces or objects they share with other users before and after each use (desks, keyboards, telephones, chair armrests, devices, instruments, handles, etc.). All spaces (classrooms, laboratories, offices, etc.) have authorised commercial disinfectant to do this.

Rest areas, refectories and changing rooms: please respect maximum occupancy to ensure the safety distance of 1.5 metres. Where necessary, organise shifts. Use a mask, ventilate spaces well and disinfect shared surfaces and items (desks, chairs, microwaves, etc.).

Bathrooms, changing rooms and the like: maximum occupancy is one person for spaces up to four square metres. In larger bathrooms with more than one cubicle or urinal,

maximum occupancy is 50% of the number of cubicles and urinals. When using a bathroom, you must keep a minimum personal safety distance of 1.5 metres.

Passageways:

- Keep doors open whenever this does not affect the safety of UIB property in order to avoid having to touch doorknobs
- Use the stairs whenever you can. If you need to use the lift, maximum occupancy is one person who must be wearing a mask
- Avoid contact with commonly used surfaces (handrails, doorknobs, etc.).

Training and information: posters and infographics will be produced and distributed to inform staff about prevention measures.

Follow the UIB Action Plan for adapted face-to-face teaching ([link](#)) and the Management Instructions that set out the organisational and service provision measures for PAS admin staff during the new normal ([link](#)), as well as any standards published on the website <<https://coronavirus.uib.cat>>.

3. Specific PAS Staff Measures

In addition to complying with sections 1 and 2, you must follow the instructions below:

Wherever possible, services shall organise work teams that do not go in on the same days. This measure aims to ensure that in the event of any infection and subsequent isolation, one group can assure ongoing face-to-face service.

Public service locations and libraries:

- Limit face-to-face service to what is strictly necessary. Wherever possible, any processes shall be done electronically
- Where face-to-face public service is required, this must be by prior appointment. When you set an appointment time, tell users that they may not come if they have symptoms compatible with COVID-19 or if they are isolating at home
- Keep a safety distance of 1.5 metres with users. Where this is not possible, screens or other physical protection measures will be implemented. Tape will be placed out on the floor to mark out personal separation distances
- Staff and users must wear a mask and disinfect their hands
- Anyone external to the service, office or unit must avoid coming in
- Avoid sharing office material with colleagues and outside individuals (telephones, pens, paper, staplers, etc.). Notify external parties that they need to bring their own material
- Disinfect your hands with sanitiser after handling shared documents or items
- Use separate entries for external parties and service, office or unit staff wherever possible
- Remove material that may be picked up (magazines, leaflets, etc.)

- Libraries shall be open in the mornings and afternoons. They shall close for one hour at lunchtime for cleaning and disinfection. Safety distance must be followed and masks be used. Reading stations will be individually allocated to each user. Users must disinfect their hands before and after handling books and papers, and avoid touching their mouths, nose and eyes whilst reading. Library operation shall have a specific protocol that will be kept updated on the Library and Documentation Service website.

4. Specific Measures for Lecturers in Classrooms

In addition to complying with sections 1 and 2, you must follow the instructions below: All classrooms are provided with hand sanitiser, surface disinfectant and a wastepaper bin.

Students and lecturers must disinfect their hands with sanitiser before entering the classroom.

Students and lecturers must wear a mask during class. If a student does not have mask or it breaks, the porters will provide them with a new one.

With regard to moveable furniture, do not change the layout of the class desks and chairs so as to ensure the safety distance. If the furniture is set in place, those seats that may be used will be signposted.

Lecturers must keep a minimum two-metre distance from students.

Set up an ordered entry for students into the classroom to avoid crowding at the entrance and exit, and keep a personal distance of 1.5 metres when queuing to enter or exit. Where there are two doors, set one as the entrance and one as the exit.

When using microphones, you are recommended to cover them in plastic to avoid contamination. When the session ends, replace the plastic cover. If a microphone is passed around, you must disinfect your hands after touching it.

Tell students to scan the QR code at their desk.

Individuals shall use their own material and avoid sharing it. If items are exchanged or shared material is handled (paper, pens, chalk, markers, erasers, remote controls, etc.), disinfect your hands with sanitiser.

Computers shall be for individual use in computer rooms. Two people may not use the same computer at the same time. Computers must be disinfected between users. The room has disinfectant material so that each student can wipe down the monitor, keyboard, mouse, desk, chair arms, etc.

You are recommended to run tutorials online. Where they are in-person, you must wear a mask and keep a distance of 1.5 metres. When a student finishes, ask him/her to help you disinfect surfaces (chair, desk, etc.) before the next one comes in.

The porters shall ventilate classrooms with fresh air for fifteen minutes before the start of morning and afternoon sessions. Wherever possible, keep windows open during class. If this is not possible, lecturers shall at least ensure they are opened during class changeovers. Breaks during sessions lasting over an hour are recommended so that the room may be ventilated. Using a CO₂ gauge during at least one of the sessions is recommended to check that CO₂ concentration does not exceed 800 ppm during class.

The cleaning company disinfects rooms at the start of morning and afternoon sessions. In addition, every room comes with disinfectant so that students and lecturers can wipe down shared surfaces and items themselves (desks, chair arms, keyboards, etc.).

Prioritise electronic submission of any work. Where students submit paper documents, they shall deposit them in a box and lecturers shall not touch them for at least 24 hours (quarantine) before marking them. If lecturers touch the papers before the quarantine period ends, they shall avoid touching their mouth, nose or eyes whilst they are reading them and, afterwards, wash their hands with soap and water or disinfect them with hand sanitiser.

Where possible, teaching activities may be done outside.

5. Specific Measures for Teaching Practicals

The regulations set out above shall apply, particularly keeping a safe distance, wearing a mask at all times and frequent hand-washing. It is also important to increase natural ventilation in laboratories by opening doors and windows.

In addition, you must also take into account the following instructions:

As well as mandatory mask use, you are recommended to wear single-use waterproof gloves in specific practicals that require student contact or handling shared items (video on correct glove use). Where you need to wear a lab coat, it must be washed regularly. Moreover, appropriate protection equipment shall be used based on the hazards in each practical (gloves, protective goggles, closed-toe shoes, etc.). There are videos available on how to put on and take off PPE.

The cleaning company disinfects teaching labs, workshops and special classrooms (music, art, physical education, etc.) once a day. For planning lab use, centres shall notify the Assets, Contracts and Infrastructures Service, and Technical Unit whether they need to be cleaned twice a day.

Labs have disinfectant material so that students, lecturers and lab support staff can wipe down shared surfaces before and after use (desks, apparatus, instruments, keyboards, handles, etc.). Disinfectant that does not damage equipment and instruments shall be used.

The porters or support staff shall ventilate labs with fresh air for fifteen minutes before the start of morning and afternoon sessions. Wherever possible, keep windows open during the practical. If this is not possible, lecturers shall at least ensure they are opened

during group changeovers and breaks. Breaks during sessions lasting over an hour are recommended so that the room may be ventilated. Using a CO₂ gauge during at least one of the sessions is recommended to check that CO₂ concentration does not exceed 800 ppm during the practical.

Tell students to scan the QR code at the lab entrance.

The general regulations set out above may be supplemented in teaching practicals with specific instructions set by each centre.

6. Specific Measures for Face-to-face Exams

The main aim of this protocol is to establish action guidelines to be followed by the academic community directly or indirectly involved in running face-to-face exams.

These guidelines aim to ensure health and safety rules that prevent possible COVID-19 infections, in accordance with current established protocols.

Each centre may set additional measures based on the nature of the exam, number of registered participants, etc.

General Principles:

- All those involved in an exam must correctly wear an approved hygienic mask. It must be worn in all areas of the university and, therefore, at all times during the examination
- Personal safety distance must be kept when entering and exiting the assigned examination room. For safety reasons, nobody may dawdle in building corridors
- When entering and exiting the room, both lecturers and students must disinfect their hands with sanitiser from the dispensers located at the entrance to all rooms
- The centre must plan for room cleaning requirements where different exam sessions are run. The Assets, Contracts and Infrastructures Service, and Technical Unit shall be contacted to schedule cleaning for the room in question
- Air quality must be ensured in the room for the entire duration of the exam. As a general rule, windows and doors must be open in the rooms. However, where weather conditions impede this, windows and doors are recommended to be opened for five minutes every 20 minutes that the room is in use. In any event, portable CO₂ sensors are on their way and will be available at porter's lodges in all buildings. These gauges enable lecturers to regulate the opening and closing of doors and windows to maintain appropriate health and safety conditions.

| 7 |

Organisational Measures for Centres

- Centres shall assign classrooms for exams based on capacity and the number of registered students on the subject

- The start time is recommended to be staggered for exams planned at 9 am and 4 pm in the same building (e.g. if eight exams are scheduled to start at 9 am, the start time should be staggered so that two begin at 8:30, 8:45, 9:00 and 9:15)
- The maximum occupancy for with regard to COVID is recommended to be reduced in classrooms with fixed furniture used for in-person classes, and alternate, for example, between one filled and one empty row.

Organisational Measures for Lecturers

- In accordance with centre planning, lecturers must specifically notify students far enough in advance via Aula digital about the following:
 - The building where the face-to-face exam will take place
 - The assigned room and entrance door to the building that will be used depending on the room. Where an exam is being run in more than one room, the room where each student must go shall be explicitly indicated
 - The exam date
 - The arrival time for the room. Students sitting an exam in the same room may be staggered and called in by turns. Depending on the number of students sitting the face-to-face exam, entry turns shall be set for the room, staggered into 15-minute intervals. If side-by-side rooms are reserved, student entry shall be staggered and they shall be called in with sufficient time margin between entries.
 - The start time for the exam
 - The preventive measures and recommendations for COVID-19 aimed at students (appendix I). Lecturers must arrive half an hour in advance at the assigned room (or, in any event, before the time when students are called in) and leave the door to the room open. The aim here is to avoid crowding in hallways
- Students shall enter the rooms and take their seats in accordance with the instructions given by lecturers. They shall place their ID or accreditation document on the desk in case it is required by lecturers. In no way shall students remain in hallways waiting to enter the room
- Lecturers must seat students based on the maximum occupancy for the room, as indicated by the centre
- It should be stated that maximum room occupancy must be adhered to at all times. In no way shall room furniture be moved or extra items be installed from other spaces
- Ordered student entry into exam rooms shall be established, attempting to maintain the 1.5-metre safety distance and reminding students that they must disinfect their hands as they come into the room. Wherever possible, lecturers shall be seated in a place that enables them to maintain personal safety distance and control student entry, assign them a place (students who come in first are recommended to be seated in places farthest from the entrance) and ensure they do not touch documents

placed on the desk. Once everyone is inside the room, students shall remain in their assigned place until everyone has arrived

- Lecturers are recommended to distribute a copy of the exam and answer sheets to each authorised seating place (where there are QR codes) whilst students are not in the room. In this way, they will not have to be passed around by hand. Exam questions may also be handed out when all students are in the room. Lecturers shall provide the questions to each student
- Lecturers shall indicate to students that they must scan the QR code with their mobile. Therefore, special attention must be paid at this time to confirm that students use their phone as required, then switch it off and place it with the rest of their belongings. The scan will enable quick and efficient contact tracing. Lecturers are also recommended to scan the QR code on their desk
- Make sure the health and safety measures regarding proper authorised mask use are followed
- Whenever possible, keep the door and some windows open in the room. If the windows cannot remain open for the entire exam, they should be opened for 5 minutes every twenty minutes, as a general rule
- During the exam, lecturers shall remain in the class and/or on the platform. Where students have a question, they shall ask it out loud from their seat and lecturers shall provide the answer to the entire class
- To hand in their exam, students shall place their completed answers in a box located on a desk near the exit. Where lecturers have to mark exams within 24 hours from submission, they must disinfect their hands with sanitiser after touching the papers
- The exit protocol for the room must ensure no crowding occurs. Students shall exit as they finish their exam, respecting the personal safety distance. After the exam, students may not remain in hallways and will be asked to exit the building
- Students who require an attendance certificate must say so out loud to the lecturer before the start of the exam. The lecturer will provide them with one at the end. Lecturers must disinfect their hands with sanitiser before and after filling out the attendance certificate. Lecturers may also use the electronic certificate from the resources section at the Office of Teaching Support (OSD).

Action to be Taken by Lecturers in Managing a Case during a Face-to-face Exam

If a student starts to notice symptoms compatible with COVID-19 during an in-person exam, s/he must notify the lecturer.

Lecturers shall notify the porter's lodge in the building by telephone (each room has the porter's number in a visible location). Where a single lecturer is invigilating an exam, s/he shall ask the porter to come to the room and accompany the student to the isolation room.

Where two lecturers are invigilating an exam, one shall remain in the room and the other accompany the student to the isolation room. The lecturer and student must

maintain personal safety distance on their way to the room and correctly wear their authorised masks. Porters shall be in charge of opening the isolation room and instructing the student to contact the Medical Unit in the Prevention Service on the phone in the room. Health staff from the unit shall process the case and indicate the measures to be taken.

For more information on how to manage cases, please see section 11.

7. Specific Measures for Research Laboratories

The aforementioned regulations shall apply, particularly keeping a safe distance of 1.5 metres wherever possible, wearing a mask at all times and frequent hand-washing. It is also important to increase natural ventilation in laboratories by opening windows several times a day.

The cleaning company disinfects research laboratories once a day. Laboratories have disinfectant material for researchers to wipe down shared surfaces before and after use (desks, apparatus, instruments, keyboards, handles, etc.). Disinfectant that does not damage equipment and instruments shall be used.

In order to monitor contact tracing in the event of a positive or suspected case of COVID, researchers must scan the QR code on entering through the lab doors every day.

| 10 |

8. Specific Measures for Outdoor Work and Field Trips for Teaching and Research

Travel is not recommended for any work that can be done remotely, over the phone or via videoconference.

Activity shall be limited to the minimum number of individuals necessary, with a maximum of 15 students per lecturer. Plan the trip and safety material you will need to take.

Prioritise mobility options that ensure personal distance. If more than one person is travelling in the vehicle, everyone must wear a mask.

When sharing vehicles, the driver shall clean and disinfect them before and after use, especially surfaces that come into contact with hands: steering wheel, handbrake, indicators, door handles, seatbelt, seats, etc. Single-use gloves shall be used for this cleaning. The necessary cleaning materials (gloves, surgical mask, hand sanitiser, surface disinfectant, paper towels) shall be available in the vehicle.

Where the activity is done in enclosed spaces, you must keep a personal safety distance of 1.5 metres wherever possible, and wear a mask. Masks must also be worn in outdoor spaces in urban areas. They are not mandatory during intense or moderate physical

activity, nor in open-air or nature settings outside town centres, as long as the personal safety distance can be ensured.

Avoid sharing material (telephones, pens, paper, tools, instruments, etc.). Where you share material, tools or apparatus, they must be disinfected before and after use with an authorised commercial disinfectant or 70% ethanol.

Shared elements that are difficult to disinfect (keyboards, microphones, telephones, etc.) should have a protective plastic cover. Replace the plastic cover after each use.

If the activity is done in enclosed spaces, increase natural and mechanical ventilation wherever possible.

Waste (masks, gloves, etc.) must be placed in the rubbish bin (domestic waste). Where necessary, take a rubbish bag on each trip.

In order to monitor close contact tracing in the event of a positive or suspected case of COVID, note down the name and surname(s) of all participants, their phone number, and the date and location of the trip (please see the template in appendix 1).

For field trips with students, lecturers shall be responsible for enforcing preventive measures. On research field trips, the lead researcher shall be responsible for enforcing measures. Please remember that you need to enforce the appropriate preventive measures based on the hazards for each field trip.

Where the activity is being run at a company not belonging to the UIB, you need to comply with the safety measures indicated by the company supervisors.

The UIB has a Committee of Experts on Field Trips (FOU) responsible for establishing safety guidelines for field trips. For any query or question, please contact the Committee secretary (santiago.hernandez@uib.es).

9. Specific Measures for Participant Support in Research Studies

In addition to complying with sections 1 and 2, you must follow the instructions below:

Establish a prior appointment system for participants, allotting sufficient time to deal with them and to clean and disinfect the facility after each use. Limit face-to-face service to what is strictly necessary.

When you set an appointment time, tell users that they may not come if they have symptoms compatible with COVID-19 or if they are isolating at home.

You must not meet participants who have suspected COVID-19 symptoms (fever, cough, breathing difficulties, sore throat, loss of taste or smell).

Only the participant and professional dealing with the query must be present at the appointment. A companion will only be allowed where strictly necessary.

The professional and participant shall wash their hands before the meeting, wear a mask and, where possible, keep a safety distance of 1.5 metres.

Where necessary, the professional shall wear a lab coat, which shall be washed frequently, and single-use waterproof gloves for any physical contact with the participant (gloves shall be thrown away after dealing with each participant). Where treatments generate droplets, full goggles or face shields shall be worn. Please watch the following videos: How to put on and take off PPE.

Disinfect surfaces (apparatus, instruments desks, chairs, handles, touchpads, etc.) after each participant, using a commercial disinfectant or 70% ethanol.

Where sanitary waste is generated (treatment material, syringes, etc.), deposit it in authorised containers which shall be removed in the usual way by the UIB. If you require containers, please notify <prevencio@uib.es>.

In order to monitor close contact tracing in the event of a positive or suspected case of COVID, note down the name and phone number of participants (template in appendix 1).

10. Public Events and Other Non-teaching Activities

Maximum occupancy for conferences, seminars, symposia, meetings, events, congresses, information and outreach activities for research and similar events shall be:

- Safety Tier 1: 150 people in outdoor spaces. In indoor spaces: 100 people maximum and 75% of the authorised maximum room occupancy
- Safety Tier 2: 100 people in outdoor spaces. In indoor spaces: 75 people maximum and 75% of the authorised maximum room occupancy. These events are recommended to be held online
- Safety Tier 3: 80 people in outdoor spaces. In indoor spaces: 50 people maximum and 50% of the authorised maximum room occupancy. These events are recommended to be held online
- Safety Tier 4: these events may not be held face-to-face.

The aforementioned regulations in sections 1 and 2 shall apply, particularly keeping a safe distance of 1.5 metres, wearing a mask at all times and frequent hand-washing when entering and exiting the event.

Where the event is held indoors, good natural ventilation and proper operation of mechanical ventilation, where applicable, shall be ensured.

Surfaces shall be disinfected (chairs, tables, etc.) before and after the event.

The event organisers shall stagger entry and exit to avoid crowding and maintain the safety distance of 1.5 metres in entry and exit queues. Attendees should be called in by turns of 5-10 minutes so as to stagger entry. Where there are two doors, set one as the entrance and one as the exit.

The UIB organises other activities to those listed above for many different reasons, such as cultural events, conferences, seminars, sporting events, etc. In these instances, the

organisers shall establish a specific safety protocol for each event, with support from the Prevention Service and taking into account the basic criteria set out in this document and in current regulations (Decree of 27th December whereby the health alert tiers are established and the plan of new exceptional measures and subsequent modifications are approved).

11. Case Management

Where a staff member or student shows symptoms compatible with COVID-19 (fever, cough, breathing difficulties, sore throat, etc.) or must comply with a quarantine period, the case management protocol established for each instance shall be adhered to. This protocol is kept up-to-date on the website: <coronavirus.uib.cat>. The following video produced by our doctors sets out the guidelines to follow: <https://youtu.be/inwzvw4ghLs>.