

# ESEIAAT                      SPECIFIC PREVENTION MEASURES IN THE FRAMEWORK OF THE PANDEMIC COVID19



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## 1 Purpose and Compliance Rules

The aim of these guidelines is to specify the [measures established by the UPC for this academic year](#), in their application to our School, in order to carry out the academic activity by minimizing the risk of contagion from COVID-19.

Face-to-face teaching must comply with the measures and rules of conduct, always consistent with current regulations. All teaching planning, agreed with the director / head of section, has been carried out in accordance with current guidelines.

To comply with the planning, resources have been invested to allow a good number of classes to be streamed, to allow the monitoring of those students who have to come to school in person to perform the practices.

All the security measures contemplated in this document have been approved by the governing bodies of the UPC

## 2 General rules for buildings, common areas, meeting rooms, study rooms and classrooms

- **Mask.** Inside the university buildings, everyone and at all times it becomes mandatory to wear a reusable surgical or hygienic mask and, in all activities, carried out at the university, regardless of the physical distance between people.
- **Preferably telematic meetings.** Working meetings will preferably be scheduled by videoconference. If you want to hold a working meeting in any of the meeting rooms, you must reserve the space well in advance, indicating the person responsible for the activity as well as the reason for the meeting. In order to guarantee the prior cleaning of the room, you will have to wait for the booking confirmation.
- **Exit in order.** It is recommended to finish the classes 5 minutes before the allotted time, in order to guarantee an orderly departure of the students and to facilitate the ventilation of the occupied space.
- **Classrooms and hallways.** Classrooms cannot be occupied out of class hours. Avoid staying longer than necessary in the hallways.
- **Stairs and Elevators.** Stairs will be used in the School buildings. The use of elevators or forklifts will be limited to cases of users who, due to physical limitations, are unable to use the ladders. In this case, the maximum occupancy will be 1 person per trip, except in the case of people who need assistance.
- **Study Rooms.** Study Room. Space24, in the TR10 building, will be the study room that will remain open to students, applying current regulations in order to ensure security measures and traceability.



- **Multipurpose student rooms.** We will follow the current health instructions. At this moment, they will remain closed.
- **Spaces and capacity.** The maximum capacity of each space calculated with the general criteria will be respected at all times:
  - Classroom and meeting rooms: 50% of the capacity.
  - teaching laboratory with teaching capacity agreed with the Head of Department / Section (calculated according to the minimum criterion of 2.5 m<sup>2</sup> /pax).

### 3 Face-to-face teaching sessions

- **Shared accountability.** It is the responsibility of everyone (PDI, PAS and Students) to ensure that safety measures are respected inside and outside the classroom, basically the use of a mask, the safety distance, disinfection and ventilation. Teachers have the authority to demand compliance with these measures. In particular, the teacher of each subject has the authority to suspend the current class if the established measures are not been respected, after having asked the attendees to comply.
- **Academic support and tutoring.** Consultations and tutoring must be done online. Teachers will be required to establish and communicate to students through ATENEA what the procedure is for contacting and scheduling relevant inquiries. In general, traditional consultations (person-to-person) just at the end of the class should be avoided. It is recommended that the teacher establish the appropriate dynamics to encourage these consultations throughout the class session, with the direct benefit for the whole group.
- **Workplaces and furniture.** In the classrooms, in the TR10 Study Room and in all the meeting rooms, workplaces that do NOT guarantee the safety distance have been marked and they cannot be used. Consequently, and for the proper functioning of the indications, it is NOT allowed to alter the distribution of the furniture.
- **Traceability.** Traceability of infections requires a record of who attends each class and where had been sitting down so it will be easier to find out who may have been close contacts in a positive case. Therefore, it is ESSENTIAL that students attend the session corresponding to their enrollment group and that always stays in the same place. We are working hard to urgently have an electronic/computer system to ensure traceability measures in the event of a positive in the classroom.
- **Follow-up of telematic classes at School.** If there are face-to-face (e.g. practice) and telematic (theory) classes on the same day, students will be able to take online classes at the School. For this purpose, the assigned classrooms will be enabled according to the schedule. Very important, in order to respect the distance measures and the maximum capacity, the enabled classrooms must be used exclusively by students enrolled in the subject in question.



## 4 Cleaning, disinfection and ventilation plan

- **Cleaning Classrooms, WC and others.** Classrooms will be cleaned at least twice a day while the toilets will be cleaned 3 times a day. The rest of the spaces will be cleaned according to the criteria prior to the COVID-19 situation.
- **Cleaning of shared widgets.** If the hand hygiene protocol is followed, before and after of its use, it is not necessary an additional cleaning of the shared utensils, like now with the laboratory equipment, keyboards, mice, etc... However, in all spaces where there is shared use of material there will be disinfectant liquid as well as paper if necessary. Important: Disinfectant should always be placed on paper and never used directly on the material to be disinfected.
- **Classroom ventilation.** A large part of the classroom windows will be open in the early morning and must remain open at all times to ensure good ventilation of the space. If this is not possible due to inclement weather, the opening of windows and doors will be promoted, between classes, to encourage the renewal of air.
- **Laboratory ventilation.** The person in charge of each laboratory with the help of the laboratory technician (s) will establish the way to ventilate the spaces for teaching use. Whenever possible, forced ventilation equipment and / or window openings will be maintained throughout the period in which the space is used for teaching purposes.

## 5 Action in case of possible positive or contact of COVID-19

- **ESEIAAT's contact person.** In our center the contact person for the COVID-19 coordination is the Head of the UTG, Mrs. **Mercedes Jiménez** ([mercedes.jimenez@upc.edu](mailto:mercedes.jimenez@upc.edu)).
- **COVID-19 space.** If an affected person does not have their own means of transport to go to their home, they will be located in the room set up to accommodate, if necessary, affected people: **Office 105 in the TR5 building**. Please, in advance, contact the concierge of the TR5 building.
- For communication of COVID-19 cases:  
[Covid.eseiaat@upc.edu](mailto:Covid.eseiaat@upc.edu) or  
<https://www.upc.edu/prevencio/ca/casos-i-contactes>

