

**INSTRUCTION FROM THE HEAD OF ADMINISTRATION OF UNIVERSIDAD CARLOS III DE MADRID ESTABLISHING PROCEDURES FOR PARTIAL REOPENING OF UNIVERSITY ACTIVITY IN THE PROGRESSION TOWARDS PHASE 1 OF THE PLAN FOR TRANSITIONING TO THE NEW NORMAL.**

**Article 1. Objective**

The purpose of this instruction is to establish the necessary measures at the organizational and technical level to comply with that set out in the Resolution from the President, 17 May 2020, establishing the partial reopening of university activity in the progression towards Phase 1 of the de-escalation approved by the Council of Ministers in a meeting on 28 April 2020, with the extraordinary measures adopted to combat the COVID-19 pandemic.

The start of the activities gathered in this instruction will take place on Monday, 18 May 2020 except when it is not possible due to organizational or technical reasons or preparation of necessary infrastructure.

In any event, the starting up of activities, explained herein, will be carried out guaranteeing the safety and protection of workers on the job, with the general objective of minimizing any possible infections from Sars-CoV-2. Annex I from this Instruction spells out this point in detail.

This document and the measures indicated within will be continually revised, as new information continuously becomes available, and subject to the indications established by the corresponding authorities, as well as recommendations from official health organizations at the national and international level.

**Article 2. General Considerations.**

The openings of the spaces and services associated with the progression toward Phase 1 in the Regional Community of Madrid will be partial at our University.

This instruction is based on several instructions and official recommendations, among others, Order SND/399/2020 for relaxation of certain restrictions at the national level, established following the declaration of the state of alarm in application of Phase 1 of [Plan for Transitioning towards a New Normal](#) (BOE 9 May 2020), and the [Resolution of the Secretary of State for Territory Policy and Public Function for Measures to adopt in places of](#)

[work dependent on the General State Administration in relation to the Plan for Transitioning toward a New Normal](#) (4 May 2020).

Instructions and recommendations from the University Occupational Health and Safety will likewise be taken into account, as will those of a general nature such as those specifically directed at concrete services.

As a general norm, remote work from the home should continue. Physical access to the Campus by faculty is allowed, as detailed later in this document, along with the Administrative Staff and Services staff necessary to support the services stated in the following.

Nevertheless, this is not a global opening, and as such, physical access must be undertaken at the specific points indicated below.

### **Article 3. Affected activities.**

In the progression towards Phase 1 of the Plan for De-escalation in the Madrid Regional Community, Universidad Carlos III de Madrid's partial opening of spaces will take place and the following services and activities will begin:

- Reopening of **university laboratories** for their own research work-
- Reopening of **UC3M Science Park**.
- Partial reopening of the **University Libraries**
- **Intermittent and limited access by Professors and Researchers to their offices and work space.**

The campuses and buildings (with the exception of the Science Park) will remain closed, so that access to the buildings will be carried out according to the procedure specified in Annex II.

The start of activities will at all times be carried out in compliance with the general preventative measures established in Annex 1.

### **Article 4. Reopening of university laboratories.**

In accordance to that set out in the Instruction from the *Vice-President for Science Policy, 5 May 2020*, regulating on-site services in Universidad Carlos III de Madrid laboratories, those researchers whose activity requires accessing the laboratories can request authorization to resume on-site activities in the University premises, regardless of the phase of de-escalation.

The system for opening complements and expands on the currently existing procedure for work being undertaken in the laboratories related to COVID-19, organized from the Office of the Vice-President for Science Policy.

Once access is authorized by the Vice-President for Science Policy and in conformance with that established in Annex II of this Instruction, access to the premises will be through established points specifically established in Annex II of this Instruction.

The Security Service will have face masks and hydro-alcoholic gel available to be used by persons accessing the laboratories, when applicable.

Access will not be permitted until the room or space is properly cleaned.

The carrying out of activities will take into account the general preventative measures established in Annex 1 of this Instruction.

#### **Article 5. Reopening the Science Park premises**

In accordance with that established in the Instruction of the Vice-President for Science Policy, issuing measures on the start of activity for services provided by companies in the UC3M Science Park during the state of alarm and regulating the on-site services in the Universidad Carlos III de Madrid laboratories to resume on-site activities in the Science Park, the concurrent companies should request reopening of the on-site activities, in accordance with the aforementioned Instruction.

Access will not be permitted until the space is properly cleaned.

In carrying out the activities, general preventative measures will be taken that are established in Annex 1 of this Instruction, as well as specific measures for the use of Science Park facilities established in Annex IV of this instruction.

#### **Article 6. Reopening of the University libraries.**

The libraries on all of the University campuses will be partially reopened, exclusively for the purpose of loans and returns, and only by appointment.

On the Getafe, Leganés and Colmenarejo campuses service will open as of May 25. On the Madrid-Puerta de Toledo campus, there will be a special reduced schedule on Tuesday and Thursday.

Loans may be requested through the electronic form, and will be available the following day after the request from library personnel if it is picked up in the library where the document or book is located, or within 48 hours, if it is to be picked up in a different location, within the 10:00 to 13:00 schedule. The schedule and timeframes in Colmenarejo may differ, and will be published shortly.

The library collections in open-access areas will remain closed to the public.

Access is not allowed until the space is properly cleaned.

Annex III includes instructions and specific recommendations for Prevention regarding starting up the libraries.

### **Article 7. Intermittent access by Faculty and Researchers to their places of work**

Professors and Researchers (PDI) who by way of exception need to access their offices on the Getafe, Leganés or Colmenarejo campuses, may request the necessary authorization by email, according to their usual place of work. The email should be addressed to the:

- Dean of School of Social Sciences and Law (FCSJ).
- Dean of School of Humanities, Communication and Documentation (FHCD).
- Director of the Polytechnic School (EPS).
- Deputy Vice-President of the Colmenarejo Campus.

The request should include the date and approximate time of leaving and entering, together with the office they need to access.

Once authorized by the Head of the Center, the Security Service will be notified so as to facilitate access to the person in question. This access will be through specifically established points according to that established in Annex II.

Access will not be allowed until the space is properly cleaned.

The use of offices by professors and researchers in this phase must be intermittent and limited. They must remain in their offices only for the minimum time necessary, prioritizing remote work, provided that the work can be carried out online. In any event, they should respect the following restrictions:

- A maximum of 2 days a week per professor/researcher.
- A maximum of 4 hours per day.
- A maximum of 1 professor per office at the same time.

- The maximum number of professors/researchers on each campus at the same time will be determined by the Dean of FCSJ, the Dean of FHCD, Director of the EPS or the Deputy-Vice president of the Colmenarejo campus, using the criteria of the specific campus.

During this phase, the campuses and the buildings will remain closed as a general norm. Disinfection and general cleaning will take place in all of the offices, before authorizing their access. After that moment, the daily cleaning of the offices that are used cannot be guaranteed, although it will be done as often as is possible.

The general preventative measures established in Annex 1 in this instruction will be taken into account in carrying out the activities.

**ANNEX I**

**GENERAL PREVENTATIVE MEASURES FOR PARTIAL REOPENING OF UNIVERSITY  
ACTIVITIES TOWARDS PHASE 1 OF THE PLAN FOR TRANSITIONING TO THE NEW  
NORMAL**

- 1. General conditions.**
- 2. Measures to ensure a safe personal distance and avoidance of large gatherings of persons.**
- 3. Measures for hygiene in buildings and premises, and waste management.**
- 4. Measures for hygiene and personal protection.**
- 5. Information desk areas.**
- 6. Reception of goods and material.**
- 7. Workers especially vulnerable to COVID-19.**
- 8. Training and information for workers.**

## 1. General conditions.

This Annex may be modified and adapted as the pandemic evolves, with new instructions being issued or as different needs arise.

Any measure for prevention must guarantee adequate protection of those workers from risks to their health or safety that cannot be avoided or sufficiently limited, through adoption of organizational, technical and, finally, individual protection measures. All such measures will be simultaneously adopted if work conditions so require.

In accordance with the content of the [Guide to Good Practices at the workplace](#) published by the Health Ministry on 11 April, it is recommended that:

### **Before going to the workplace.**

If workers have as any type of symptom (respiratory or fever), they must stay home, informing their direct supervisor and the Medical Service. They should telephone the Primary Healthcare Center if they require sick leave, and should follow their recommendations.

If a worker has been in close contact (others in the same household, relatives, and individuals who have been in the same place as an infected person displaying symptoms, at a distance of less than 2 meters for at least 15 minutes) or who have been in the same space without maintaining a safe distance with a person infected COVID-19, must likewise not go to their workplace even if they have no symptoms, for at least 14 days. During this period, they must be monitored for signs of the illness. Workers should inform their direct supervisor and the University Medical Service. In addition, they should telephone the Primary Healthcare Center if they require sick leave, and should follow their recommendations.

Individual belonging to vulnerable groups or who are especially at risk from COVID-19, according to the classification defined by the Health Ministry, should follow the instructions explained in detail in Section 7 of this Annex: "Workers especially vulnerable to Covid 19".

Upon notification of any confirmed, probable or possible cases of COVID-19 among workers, supervisors should communicate this information, respecting at all times data protection regulations, to the University Occupational Health and Safety Service, in order to take appropriate preventative cleaning and disinfection measures of the work areas.

They also should indicate places and areas where the infected individual had been during the past 72 hours.

As soon as the University becomes aware of a confirmed or probable case of COVID-19, the areas where that worker could have entered will be closed off in order to carry out disinfection with authorized anti-viral cleaning products.

### **Commuting to the workplace.**

Commuting to work by means that do not involve being with others is recommended.

Those choosing to come by car or using a ride-hailing platform must likewise follow the same cleaning and disinfection measures.

In commutes by bus, metro and train, keeping a safe distance from other commuters is recommended, as is the use of a non-medical hygienic face mask.

In all events, the instructions will be followed from the Ministry of Transportation, Mobility and Urban Agenda, in Order TMA/384/2020, 3 May, which issues [instructions on the use of face masks on different means of transport and establishes requisites to guarantee safe mobility in conformance with the Plan for Transitioning towards a New Normal](#).

### **While at the workplace**

In general, it is absolutely essential to reinforce measures for personal hygiene, as the principal measure to prevent and control infection. In particular:

- Washing your hands frequently with soap and water, or with a hydro-alcoholic solution. Each hand washing should last at least 40 seconds.
- Covering your nose and mouth with a tissue when coughing or sneezing, and then disposing of the tissue in the trash. If a tissue is not available, the inside part of your elbow should be used so as not to contaminate your hands.
- Avoid touching your eyes, nose or mouth.
- It is particularly important to wash your hands after coughing, sneezing, or after touching potentially contaminated surfaces.

If a worker begins to show symptoms compatible with the illness, they should immediately call the special line set up for this purpose by the Madrid Regional Community or the Healthcare Center, and if applicable, the University Medical Service. The worker must put on a face mask and leave the workplace until his or her medical situation is assessed by a health care professional.

All workers are obliged to comply with the measures of prevention established in this document.



## 2. Measures to ensure a personal safe distance and avoid coinciding with others.

These measures are aimed at minimizing contact between workers, including possible visitors to the workplace, with the objective of guaranteeing a safe social distance of 2 meters.

Whenever possible, remote working should be continued by those workers who can carry out their activity online.

This should include the possibility of working in shifts or redistributing tasks so as to ensure distancing, and attempting to organize the start of work in a staggered way so as to avoid crowds in public transport and when entering the workplace.

Until a situation of normality is established, the on-site work schedules will be continuous, so that workers do not need to have meals while at the workplace.

Generally speaking, meeting rooms will remain closed, with meetings taking place by phone or videoconference. In cases where this is not possible, the 2-meter safe distance will be kept between individuals.

In order to maintain the 2-meter safe distance, maximum room capacity will have to be recalculated and/or changing the arrangements of elements in the work areas (furniture, shelves, hallways etc.).

- **Shared offices.** In offices shared by two or three persons, there cannot be more than one person at the same time. Larger offices can be shared when the minimum 2 meter safe distance is maintained in the personal work zones.
- **Laboratories.** The maximum capacity will be that which allows the required safe distance to be kept. Shifts will be set up to comply with this criteria and should be made visible at the entrance. Generally speaking, there should not be more than one-third capacity, with a maximum of 10 people, always keeping a safe distance.
- **Libraries and study rooms.** A reduction in seating capacity will be established to guarantee that social distancing measures are complied with.
- **Bathrooms.** When in accordance with that established in this instruction that the use of bathrooms is allowed by visitors or users, they may only be used by one person at a time, except in those cases where a person might require assistance, in which case having a companion is allowed.

- **Elevators.** Preferably stairways should be used. If necessary, an elevator should only be used by one person, with absolute priority given to people with limited mobility.
- **The cafeteria and dining rooms and eating areas will remain closed, as well as the sports zones and installations.**

Whenever possible, and if the building safety conditions allow, **inside doors should remain open** to prevent touching door knobs and door handles.

In **areas of transit**, such as hallways, providing that there is sufficient width, you should always walk on the right next to the wall, with your left going against the direction of transit on the other side. In addition, walking should not be done side by side, but in single file, always leaving a safe distance. In narrow halls or passageways where a 2-meter safe distance cannot be maintained, you should let the other person come through, and not go into the hallway until they have left the hallway or area, and the person wishing to go the opposite way must wait.

When possible, **separate entry and exit doors** will be established. If this is not possible, direction for transit flow will be indicated to prevent crossing into other people

Along these lines, **up or down separate staircases** will be established.

To the extent possible, all visits from external personnel not strictly necessary will be limited.

### **3. Hygiene measures in buildings and premises, and waste management**

Previous to starting up activity, **general disinfection** of the premises and facilities will take place.

**Cleaning efforts** will focus special attention on common areas and surfaces most frequently used or touched by others, such as door knobs, tables, railings, floors, telephones, hangers, and other elements with similar features.

**Bathrooms** will be cleaned and disinfected at least six times a day.

**Trash bins**, should be available to dispose of tissues and other such material. They should be cleaned frequently, and at least **once a day**.

At the same time, when there is **work space shared** by more than one worker, cleaning and disinfection of the space will be carried out after each use, with special attention to furnishings and other elements likely to be handled. For this purpose, disinfection kits will be available made up of a disinfectant spray and disposable wipes.

For areas with a high level of contact, authorized anti-viral cleaning products will be used, with the usual detergents for the remaining areas being sufficient.

The work of the cleaning service personnel should be facilitated by workers cleaning off their desk as much as possible when leaving the work space. Keeping the office free of any accessories or items not necessary for work purposes is recommended.

Other measures:

- Facilities should be periodically **aired out**, at least daily, and for five minutes.
- Additional cleaning of air filters is recommended as well as increasing the ventilation level in the air conditioning and heating systems.
- Dispensers for **soap, disinfectant gel**, and paper etc., must be checked daily to repair or substitute any that are not working properly. Likewise, the working and cleanliness of toilets and taps in the bathrooms must be closely monitored.
- Indoor **drinking fountains** in the different work areas and buildings should be shut off.
- The use of **vending machines** is not permitted. This measure will be reviewed when adequate prevention measures can be implemented that guarantee their use with the maximum safety.
- Microwaves in common areas will be removed.

#### 4. Personal hygiene and protection measures.

It will be ensured that all workers have at their permanent disposition in the workplace hydro-alcoholic gel or anti-viral disinfectants, authorized and registered by the Health Ministry for hand washing, or when not possible, soap and water.

Additionally, when the organizational measures are not able to guarantee a safe social distance of approximately two meters, it will be ensured that workers have adequate protection equipment for the level of risk, through collective means of protection, such as for example, protective shields, and or individual protection equipment. In this case, all personnel must be trained and informed on the proper use of this protective equipment.

Sufficient provision of protective equipment is assured, especially gloves and face masks, for work spaces where necessary according to the indications of the Occupational Health and Safety Service.

Distribution of personal protection gear will take into account: the nature of the jobs carried out by the workers, the risks of exposure, individual characteristics of the workers themselves and the hygiene recommendations from the Health Ministry.

### Face masks.

All workers should wear face masks in common spaces and when it is not possible to maintain a safe distance of two meters.

In information desk areas that do not have a protective glass or sufficient space to maintain a safe distance of two meters, FFP2 respiratory protection masks will be available.

While using respiratory protection, it is essential to adjust the outside edges of the mask to your face. If this is not done, its effectiveness is greatly diminished, if not null. The worker using it must be aware that if it is not a perfect fit, the air they breathe is NOT filtered.

To use face masks, these guidelines must be followed:

- Before putting on the mask, wash your hands with soap and water or an alcohol-based disinfectant.
- Cover your mouth and nose with the mask, ensuring that there is no space between your face and the mask.
- Avoid touching the mask while wearing it.
- Take the mask off from the back, without touching the front part.
- Throw the used mask away in the trash bin or the container for this purpose and then wash your hands.

### Gloves.

Disposable protective gloves will be provided to persons in positions where there is an exchange of documents, packages, books, furniture, computers, etc.

To use gloves, these guidelines must be followed:

- Before putting on gloves, wash your hands with soap and water or with an alcohol-based disinfectant.
- Avoid touching your face mask while wearing gloves.
- After using the gloves, dispose of them in the bin for this purpose.
- Proper disposal procedure of the gloves will be ensured so as to avoid contamination. On the webpage of the Occupational Health and Safety Service there is a video available [informative video](#) on the correct way to take off protective gloves.

To the extent possible, avoid physical contact when greeting others, including handshakes.

To the extent possible, avoid using computers and devices belonging to other workers, phones, pens, keyboards, etc. In cases where necessary, precautionary measures should be

increased to ensure thorough cleaning and disinfection with disposable material before and after each use.

## **5. Information desk areas.**

These areas include the registry offices, offices for students, student orientation centers, international offices, libraries, and other spaces with an information desk and window.

Those spaces open to the public must implement measures to minimize contact between people. The following considerations will be taken into account:

- Mechanisms to control access at the entrances will be put in place, including building access from outside and the necessary measures in the waiting areas to guarantee strict compliance with the maximum capacity calculated for this extraordinary situation.
- All public, including those waiting, must keep safe social distance, which must be clearly posted.
- Installation of protective screens is recommended to ensure the protection of the worker and public.

## **6. Reception of goods and material.**

Given the difficulty of disinfecting every article or package, to the extent that it is possible, a “quarantine on received goods” should generally be observed for 24 hours. At the same time, those individuals handling these goods must wash their hands afterwards.

## **7. Workers especially vulnerable to COVID-19.**

As a general rule, persons who are at special risk as defined by the Health Ministry should avoid face-to-face activity. Priority must be given to these individuals to undertake their work remotely.

The UC3M Medical Service must assess the presence of workers especially vulnerable to infection from the SARS-CoV-2 coronavirus.

Individuals finding themselves in any of these situations, who wish to access the University, or begin their face-to-face activity, must previously contact the Medical Service so that they issue a corresponding report on the possibility of face-to-face incorporation, and accordingly, the need for implementation of specific protection measures.

### Telephone numbers to contact the University Medical Service

- **Getafe Campus:** Schedule: 8:30 to 12:00 Monday to Friday, 91 624 9393.
- **Leganés Campus:** Schedule: 12:30 to 16:00 Monday to Friday, 91 624 5959.
- **Colmenarejo and Madrid - Puerta de Toledo Campuses:** Either phone number during the schedules indicated.

A list of mobile phone numbers to call will soon be published.

### Emails to contact the University Medical Service.

- Sergio Begonte (Nurse): [sbegonte@ext.uc3m.es](mailto:sbegonte@ext.uc3m.es)
- Julián Elola (Doctor): [jelola@ext.uc3m.es](mailto:jelola@ext.uc3m.es)

## 8. Training and information for workers.

To guarantee that all personnel have specific and updated information and training in relation to COVID-19, it is necessary to:

- Provide all workers with the information in this Plan of Action for Prevention against COVID-19.
- Facilitate detailed information on when and how to wash one's hands.
- Post signs fomenting hygiene and preventative measures.
- Train workers on the use of protective equipment in relation to the coronavirus.
- Give instructions to workers about what to do in case they experience symptoms.

## ANNEX II

### PREVENTATIVE MEASURES IN UNIVERSITY ACCESS AREAS

This Annex may be modified and adapted as the pandemic evolves, with new instructions being issued or as different needs arise.

During the progression towards Phase 1 the campuses and buildings (except for the Science Park) will remain closed so that any access to buildings will be carried out in compliance with the following procedure:

1. The person wishing to access a University building must go to the interphone located at the points listed below, depending on the campus and building, and contact the Security Service.
2. The person identified will be verified and checked against the entry permits received for each campus. The Security Service will open the doors remotely so that the person can access the campus and /or building in question. If the person needs another door to be open, the security guard will accompany them.
3. When the user ends their stay, they must notify the Security Service again on the interphone where they came in so as to register their leaving.

Location of interphones to request physical access in entering or leaving the University:

#### **Getafe Campus.**

- Access to buildings 1 to 10: interphone located at *calle* Madrid, 126.
- Access to buildings 14 and 15: interphone located at *calle* Madrid, 128.
- Access to buildings 17 and 18: interphone located at *calle* Madrid, 133.

#### **Leganés Campus.**

- Interphones located at the entrance to each building.

#### **Colmenarejo Campus.**

- Interphone located at the entrance to the Campus.

#### **Science Park.**

- Interphone located at the entrance to the building.

Underground parking areas will remain closed. Nevertheless, if access is needed in order to facilitate transport of some material, contact the University Security Service at the points listed below to facilitate access.

Location of interphones to request access to underground parking areas at the University:

**Getafe Campus.**

- Interphones located at the access to the parking areas of buildings 9, 10, 14, 15, 17 and 18.

**Leganés Campus.**

- Interphone located in the roundabout next to the Sabatini building that will allow access to the underground parking area in Betancourt building, where a space will be made for those needing to park there.

**Colmenarejo Campus.**

- Interphone located at the entrance to the campus.

**Science Park.**

- Interphone located at the entrance to the building.

Transit through the hallways, patios, stairways, elevators and other common areas must be restricted to the maximum extent possible.



### ANEXO III.

#### SPECIFIC PREVENTATIVE MEASURES FOR LIBRARY ACTIVITIES.

This Annex may be modified and adapted according to the evolution of the pandemic, with new instructions being issued or as different needs arise.

##### **Organizational measures.**

Computers for public use, public online catalogues and other catalogues, must be roped off, and can only be used by library staff.

A space in the library must be opened to deposit, for at least 14 days, any returned or handled items, with enough carts to move them. Books and paper publications will not be disinfected.

Areas of no transit will be identified with panels, dividers or other items used for separation purposes.

**Dispensers with hydro-alcoholic gel** or disinfectant with an anti-viral ingredient authorized and registered by the Health Ministry, will be placed in the access areas and in the points of contact with the public.

The director of each library should organize work so as to guarantee that the handling of books and other materials is done by the least number of staff possible.

Organization of transit for persons and the distribution of space should be modified when necessary, to guarantee the possibility of maintaining the safe social distance required at all times by the Health Ministry.

In the library rooms signs and other informative documents will be posted on hygiene and sanitary measures for the proper use of library services. This information must be clear and posted in the most visible locations, such as areas of transit, information desks and the library entrance.

##### **Information desk areas.**

Protective screens will be installed in the public information desk areas. At the same time, markings on the floor will indicate where those going to the information desk need to stand in order to respect the minimum safe distance.

Each day personnel will be provided with hygienic masks and protective gloves for those individuals whose job requires handling books and documents.

The maximum capacity of each library must allow compliance with the requisite of social distancing.

Mechanisms for access control will be established at the entrance, including access from outside the buildings as well as the necessary measures in the waiting areas in order to guarantee strict compliance with the maximum capacity calculated for this extraordinary situation.

All the public, including those waiting, must keep social distance

**ANNEX IV.**

**PREVENTATIVE MEASURES FOR THE SCIENCE PARK.**

This Annex may be modified and adapted according to the evolution of the pandemic, with new instructions being issued, and as different needs arise.

It is the responsibility of Universidad Carlos III de Madrid, as owner of the Science Park building, in compliance with article 24 of the Law for Occupational Health and Safety, and its subsequent regulatory development through RD 171/2004 on the coordination of business activities, to establish the necessary mechanisms for coordination between the concurrent companies to ensure that they have taken the necessary prevention measures to guarantee the health and safety of the workers that carry out their activity in the University premises.

In this regard, together with the application to restart activity, the form on preventative measures, found at the end of this Annex, must be duly completed.

All of the businesses at the Park wishing to restart their activity should establish at minimum the general preventative measures established in this instruction.

**Preventative control in access to the building.**

Only one access into the building will be readied, that of the main entrance. Exit from the building will be through the back door located in the center of the stairway that leads into the hall.

Only authorized personnel may access the building. Persons authorized to access the laboratories must comply with the indications from security personnel, providing their identification, if so requested.

All persons accessing the building should wear surgical face masks. No individuals with symptoms compatible with COVID-19 should go to their place of work.

Persons who are especially vulnerable to COVID-19 should not go to their place of work.

Universidad Carlos III will post informative signs with norms for access at the Park's main entrance.

To the extent possible, access by suppliers and external visitors should be avoided. In cases where their access is absolutely imperative, it should be communicated beforehand with the Security Service, giving the necessary data so as to be later identified.

Visitors and suppliers should comply with the safety norms spelled out in this document.

The control station must guarantee a separation of two meters between its desk and users.

### **Management of common spaces.**

The University will keep the meeting rooms and the classrooms closed until the general reopening of University activity.

At this time, and depending on the evolution of the pandemic, these spaces will be reopened, taking into account a reduction in maximum capacity to maintain safe distance, and the protocol for disinfection necessary in the shared spaces.

The cafeteria will be closed until state and regional regulations include opening areas intended for cafeterias, bars, and eating spaces, and until a specific instruction is issued by the University. In the event of opening, special shift schedules will be established for their access. Furthermore, other additional measures may be established with the company in charge of this service.

There will be a location established for a dispenser of hydro-alcoholic gel in the ground floor lobby to ensure hand hygiene for visiting personnel.

A cleaning kit will be placed in the security room, made up of a bleach solution and paper for use by guards to disinfect the work zones shared with colleagues from other shifts.

Elevators: Use of the stairways is prioritized. When necessary, elevator use must be individual, with absolute priority given to persons with reduced mobility. Signs regarding their use should be posted in all of the elevators.

Bathrooms: no more than one person at a time is allowed inside, except in those cases where an individual needs assistance, and in such case, a companion is permitted.

### **Reception of goods and materials.**

When goods are received at the guard's control desk, the Security Service will notify the company in question, so that they can receive it.

Given the difficulty of disinfecting all types of goods, whenever possible, a "quarantine on goods" will be observed for 72 hours for plastics and stainless steel, and 24 hours for other types of surfaces. Accordingly, individuals who handle these goods should immediately wash their hands afterwards.

Protective gloves will be given to Security personnel for handling goods and materials.

### **Measures to be adopted by Park entities.**

It is the responsibility of the concurrent companies to evaluate the risks of exposure to their workers, in each of the jobs they do.

Based on the nature of the activities and the mechanisms of transmission of COVID-19, different scenarios for exposure in which workers could find themselves are presented in the table published by Health Ministry in the document [PROCEDURES TO FOLLOW FOR OCCUPATIONAL HEALTH AND SAFETY SERVICES FOR EXPOSURE TO SARS-CoV-2, 30 April 2020](#) (the latest version published at the moment this document was written).

It is the responsibility of concurrent companies to implement preventative measures for their workers, in conformance with the official criteria published by the health authorities regarding organizational and technical measures. It is also their responsibility to provide means for adequate protection if the 2-meter safe distance cannot be ensured.

It is the responsibility of the concurrent companies to establish the necessary means to ensure the personal hygiene of their workers, providing them when necessary with hydro-alcoholic gel at the workplace.

It is the responsibility of the concurrent companies to inform their workers about proper hygiene procedures.

### **Communication of confirmed, probable, or possible COVID-19 cases.**

If a worker begins to have symptoms compatible with the illness, they must immediately call the number established for that purpose by the Madrid Regional Community or the Healthcare Center, and, in this case, the service for occupational health and safety for each company. The worker must put on a face mask, and leave the workplace until his or her medical situation is evaluated by a healthcare professional.

The concurrent companies, when learning of confirmed, probable or possible cases of COVID-19 among their workers, must communicate it to the University, respecting at all times personal data protection regulations, so that it may take the proper preventative cleaning and disinfection measures in all the work zones.

The places or areas where the person has been in the last 72 hours should be indicated.

The moment that the University is aware of a confirmed or probable case of COVID-19, it will proceed to close off areas where the worker could have had access, in order to carry out disinfection with authorized anti-viral products.

FORM FOR PREVENTATIVE MEASURES APPLIED BY THE COMPANY FOR RESTARTING  
ACTIVITY IN THE SCIENCE AND TECHNOLOGY PARK.

IDENTIFICATION OF CONCURRENT COMPANIES	
IDENTIFICATION OF CONCURRENT COMPANY	
Registered Name	
Tax identification code:	
Owner's representative	
Email	
Telephone	
Preventative measures	<i>Indicate if you have a contract with an outside Health and Safety Service (SPA, in Spanish), or if it is the responsibility of the business owner. If you have a contract, specify the name of the service.</i>

**IDENTIFICATION OF SITE FOR THE ACTIVITY**

EXACT LOCATION OF BUILDING

Floor

Number of offices

**LIST OF STAFF FOR WHOM AUTHORIZATION IS REQUESTED**

**MEASURES ADAPTED**

**EVALUATION OF RISK TO WORKERS OF EXPOSURE TO COVID 19**

*Scenarios for risk of exposure to the SARS-CoV-2 coronavirus in the work areas, for each differentiated work space for work staff present at the Park.*

*You may use Table 1 on Page 5 PROCEDURES TO FOLLOW FOR OCCUPATIONAL HEALTH AND SAFETY SERVICES FOR EXPOSURE TO SARS-CoV-2 8 April 2020:*

<https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/documentos/PrevencionRRL COVID-19.pdf>

**MEASURES OF AN ORGANIZATIONAL NATURE**

*Describe measures of an organization nature that have been implemented in the concurrent company, with the aim of limiting the simultaneous presence of workers in the workplace to facilitate maintenance of the recommended social distance of 2 meters.*

Measures to facilitate remote working:

Reduction of capacity: List of work spaces occupied by the company

Room or officenumber	Surface area* (m <sup>2</sup> )	Number of usual spaces	Reduction applied to number of simultaneous work spaces to ensure a distance of 2 meters	Comments/Observations <i>(Indicate if protective screens or other means are used.)</i>

*\*Indicate approximate surfacearea*

Other measures

Measures adopted for holding meetings:

Protocol for receiving goods and



material:	
Other measures:	

<b>HYGIENE MEASURES</b>
<i>Describe the measures in the matter of hygiene implemented by the concurrent company aimed at preventing infection through contact with contaminated surfaces.</i>
Respiratory protocol: Indicate the means used to inform workers
Indicate hygienic means provided to workers, specifying quantities.
Other measures

**COLLECTIVE OR PERSONAL PROTECTION MEASURES**

*Describe means or equipment for protection provided to workers.*

Collective protection measures implemented

*Indicate if any type of special collective measure has been implemented to ensure social distancing at the workplace. E.g.: protective screens or space dividers. Such measures must be taken if distancing through other organization means cannot be ensured.*

Surgical facemasks

Other means of personal protection provided and/or available. (PCR tests, etc.)

**TRAINING AND INFORMATION FOR WORKERS**

*You must define means and channels for information and training for workers established in the company in relation to COVID-19 and specify mechanisms for disseminating the following information.*

*Declaration of having read the Instruction of 5 May 2020 from the Vice-President for Science Policy and committed to having informed the other company members that those requesting access authorization have an obligation to read and comply with that established in this instruction.*

Plan for Action for prevention of COVID-19.

Information on personal hygiene

Use of protective equipment

How to act in case of symptoms

Protocol for communicating confirmed or probable cases

Instructions for receiving goods and material

Other information/training facilitated or given to workers

**OTHER MEASURES IMPLEMENTED**

*Indicate any other measures implemented in the concurrent company that are not specified in the previous sections.*

***Any further information may be attached to this document which the concurrent company deems of interest for clarifying or supplementing the information provided.***