

COVID-19 (SARS-CoV-2) Contingency Plan of Universidade da Coruña

1. OBJECTIVE

This contingency plan gathers the different actions that the University da Coruña anticipated and adopted for COVID-19 (SARS-CoV-2)

This plan is in continuous review according to the development of the events, new information available regarding this disease and the instructions received by the competent authorities.

2. COMPETENT BODIES

Universidade da Coruña's rector is the only competent body in the university to agree on the implementation of the measures within this contingency plan, according to the instructions received by the health authorities (Health Department of Xunta de Galicia and Ministry of Health) and other competent authorities.

COVID-19 Monitoring Group is set up with the purpose of assisting the rector in the adoption and monitoring of the measures within this protocol. This committee is integrated by:

- The secretary general.
- Vice Rector of Students, Participation and Employability.
- Vice Rector of Teaching Staff and Educational Planning.
- Vice Rector of International Cooperation.
- Vice Rector of Ferrol Campus and Social Responsibility.
- Associate Rector for ICT.
- Managing Director.
- Head of the Communication Department.
- Head of the Prevention of Occupational Hazards Service.
- Students representative.
- Service staff representative.

All the positions and staff required will be called for meetings according to the matters that should be addressed.

The rector of Universidade da Coruña or the person designated in each case will be the spokesperson for the university regarding the actions in this plan, internally (with the university community members) and externally (with the media).

3. PRINCIPLES

The University will adopt the measures that the competent authorities recommend in each case, according to the following principles and anticipation:

- The instructions from health authorities, authorities and emergency staff will always be followed.
- The adoption and implementation of measures will take place proportionately and with maximum respect to people and ensuring prevention.
- There will be alarm avoidance and accurate information, uniform and transparent on a special section of the Universidade da Coruña website that will be permanently updated.

<https://www.udc.gal/gl/prl/vixilancia/coronavirus-2019-ncov/>

4. ACTIONS IN THE CASE OF DETECTION OF ANY CASE OF COVID-19 (SARS-CoV-2) WITHIN THE MEMBERS OF THE UNIVERSITY COMMUNITY.

4.1 As a disease of binding statement (COVID-19), any person that has symptoms or suspicion of being affected, must follow the protocols established by the Xunta de Galicia and tell the health authorities calling 061 or 900 400 116. Also, anyone in this situation will not attend the University while the health authorities do not allow this.

4.2 University members that provide positive results for this disease or that are affected by confinement measures will communicate it to the University by email (prl@udc.gal) immediately, as long as it is possible for them.

4.3 If a University community member shows symptoms while at the University, this person must communicate it to the administration who will notify prl@udc.gal and the health authorities by calling 061 or 900 400 116.

4.4 In the case that someone goes to the Health Surveillance Unit of the Prevention Service of the University da Coruña (Research Central Services Building, Elviña Campus) suspecting they are affected by COVID-19, the established protocol by the health authorities will be followed and the Public Health Service will be notified.

4.5 In the case that students, administration and service staff, teaching staff or any other staff that are staying at the University due to international mobility are affected by COVID-19, apart from following the procedures that the health authorities prescribe, the International Relations Office will communicate the situation to the University or institution of origin and the appropriate support will be given.

4.6 Any communication of personal data resulting from the managing procedure of alerts will be managed according to legal applicable provisions and will be communicated to the Data Protection Officer of Universidade da Coruña prl@udc.gal

5. HEALTH MEASURES DURING THE HEALTH ALERT

While the health alert is active for COVID-19 (SARS-CoV-2), the following measures will be applied:

5.1 University related personnel travelling.

5.1.1. Following the recommendations of the Health Ministry, the Galician Public Health Service and the Government and during the health alert, no travelling to risk areas will be allowed. These risk areas are the ones identified by the Ministry and appear in the links below:

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

<https://www.sergas.gal/saude-publica/Novo-coronavirus-nCoV-Vixilancia-control-Galicia>

The Head of Department or person responsible must previously check the list of risk areas before allowing the travelling of the members of the department. Only those journeys that are not to risk areas will be allowed.

5.1.2 The staff that is in risk areas and is not affected by the confinement measures will follow the recommendations of health authorities and host institution. The University da Coruña will give the support needed in each case. The email to address the upper management is the following secretaria.xerencia@udc.gal

5.1.3. The staff will be responsible for obtaining all the official permissions required for the journeys, as well as all convenient communications.

- The Heads of Departments or officials responsible for authorizing journeys will ensure that the research and teaching staff process all the communications about all the journeys appropriately and will inform the Centre Management and Upper Management of all the journeys authorized at secretaria.xerencia@udc.gal

- The Centre Officials and the Heads of Service will be responsible for processing and keeping updated the list of staff journeys. They will communicate the journeys by email to secretaria.xerencia@udc.gal

5.2 Hosting of external people.

Following the recommendations of the Ministry of Health, the Galician Public Health Service and the Government, during the health alert, external people that intend to visit the University da Coruña and come from risk areas will not be allowed.

5.3 Programmed activities in the centres.

To be able to act accordingly in the case of suspensory measures of the activities and closing of facilities, throughout the health alert period for COVID-19, all the extra-academic activities

programmed, for the next 2 months, must be informed of to the centre management. The centers will communicate the activities to the upper management secretaria.xerencia@udc.gal

5.4 Meetings

Whenever possible, on-site meetings will be avoided and video conference meetings will be held instead.

5.5 Other Measures.

Following the indications and recommendations of the competent authorities, the rector will adopt all necessary measures which will be published on the Universidade da Coruña website.

The Universidade da Coruña will implement the necessary measures to guarantee the evaluation of all the students that participate in mobility programs.

6 CANCELLATION OF ACADEMIC ACTIVITIES

6.1 The rector will agree on the cancellation (total or partial) of academic activities according to the recommendation of the competent authorities.

6.2 The cancellation of academic activities will be published on the University website and the authorities and affected centers will be notified.

6.3 The cancellation of academic activities implies the closing of facilities and services.

The internships that take place outside of university facilities will follow the protocol of the external institution.

6.4 The obligations of university staff will be maintained and they must continue to provide service, including staff assigned to units that close to the public, notwithstanding class attendance.

6.5 Research and teaching staff will reinforce the attendance and tutoring sessions of the students through Virtual Campus and ICT tools available at <https://axudatic.udc.gal/> The planning of meetings with students in the University facilities will follow the agreement of activity cancellation.

6.6 Once the cancellation period is over, the university will programme again, as far as possible, all the academic activities that were affected. In every case, the right to assessment of the students will be guaranteed.

6.7 Whenever possible, the activities that were canceled, will be programmed again.

6.8 The centers will be responsible for communicating the cancellation of activities to the people and entities that have planned them within areas of the university, and will communicate the upper management.

6.9 The communication of cancellations to concessionaires will take place through the upper management of the Universidade da Coruña.

6.10 The communication of cancellations to the companies in charge of the contracts for the cleaning, maintenance, security, gardening and others will take place through the upper management of the Universidade da Coruña.

6. CLOSURE

7.1 The rector will agree on the closure (total or partial) of the facilities of the Universidade da Coruña according to the competent authorities.

7.2 The agreement of closure will be published on the Universidade da Coruña website and the competent authorities and affected centers will be notified.

7.3 The closure of the facilities will imply the cancellation of all the activities programmed to take place including exams, public examinations, dissertation readings etc.

7.4 Research and teaching staff will reinforce the attendance and tutoring sessions for students through the Virtual Campus and the ICT tools available in <https://axudatic.udc.gal/> The planning of meetings with students will take place according to the agreement of activity cancellation.

7.5 In the case of closure, the rector could declare the period as uncouned by a resolution that will be published in the Electronic Headquarters of UDC.

7.6 Once the closure period finishes, the university will programme, as far as possible, all the academic activities affected and the canceled activities.

7.7 The closure of facilities implies the prohibition of access except for the authorized staff agreed on within the contingency plan.

7.8 The University will determine the services/areas/units and indispensable positions required on-site in the case of closure. The upper management will inform the workers' representatives in advance about the foreseen measures and the affected people will be notified. In any case, the security of these people will be guaranteed and all the equipment and necessary measures will be provided (information, transport, security equipment etc.)

7.9 The upper management will inform the representatives of the workers of services/areas/units and people that during closure period must work remotely with computer programs and applications required and notify all those affected. In any case, the security and health of these people will be guaranteed and the upper management will also provide all the equipment and necessary measures (information and training, equipment etc.)

7.10 In the case of the closure of facilities, the Upper management will act in coordination with the necessary maintenance and security companies to guarantee proper functioning. If any service/area/unit had service contracts affected they must communicate it to the company.

7.11 The centers will be held responsible for the communication of closure to everyone and all the entities or institutions that had planned activities in those areas of the University, and must communicate it to the upper management.

7.12 The communication of closure to the concessionaires will take place through the upper management of the Universidade da Coruña.

8. REVISION

This contingency plan is in permanent revision according to the evolution of facts and new information available. Any modification will be published in the Universidade da Coruña website.

9. PUBLISHING

This plan will be disseminated throughout the whole university community and will be published on the Universidade da Coruña website. It will continue to apply throughout the health alert for COVID-19 (SARS-CoV-2).

REFERENCES

Ministry of Health, Consumer Affairs and Social Well-being

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

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

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

Galician Public Health Service (SERGAS)

<https://www.sergas.gal/Saude-publica/Novo-coronavirus-2019-nCoV>

<https://www.sergas.gal/Saude-publica/Novo-coronavirus-nCoV-Vixilancia-control-Galicia>

Universidade da Coruña

<https://www.udc.gal/gl/prl/vixilancia/coronavirus-2019-ncov/>