

# Protocol for the use of university spaces at TecnoCampus

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Covid-19 paper prevention  
AUGUST 2020



*Affiliated centers*



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## 1. Justification

In accordance with Decree 63/2020, of 18th June, regarding new governance of the health emergency caused by Covid-19 and the de-escalation stage in the region of Catalonia, it is not expected to be possible to maintain the methodological planning involving in-person tuition until the first term of the 2020-21 academic year at the earliest, as this phase will involve prolonged social distancing measures that will hinder full in-person teaching.

This Protocol for the use of university spaces at TecnoCampus contains measures for protection, safety and prevention as laid out in the PROCICAT (Catalan Civil Protection) Sectoral Plan for Universities (Document approved by the Technical Committee of the PROCICAT Plan, 29th June 2020):

Check out the document [here](#).

The Sector Plan specifies measures at a general level (physical distancing, wearing facemasks, prioritizing video conferences to avoid travelling); related to protective material and equipment; related to buildings, spaces, facilities and equipment; cleaning and disinfection protocol; related to sanitation and prevention; specifically related to classrooms and laboratories; related to communal areas (study rooms, libraries, event halls, dining rooms, etc.); for cleaning and other services (bars, restaurants, sports facilities, car parks, etc.).

The measurements and distances expressed in this document adhere to health authority guidelines. They are based on current regulations and recommendations and therefore may be subject to modifications.

## 2. General measures regarding buildings, spaces, facilities and equipment

### 2.1 Capacity

The physical safety distance between people is set at 1.5 metres as a general rule. Room capacity is given as a safe area of 2.5 sqm per person. In enclosed spaces the distance may not be less than 1 metre between people who are not in regular contact, except during those activities which require contact. As a result of the application of this regulation, the capacity of the classrooms of TecnoCampus facilities is indicated in appendix 1.

With regard to teaching or research laboratories, the different schools of TecnoCampus will have to decide on the capacity and the protocols depending on the activity and the equipment being used, keeping in mind and justifying at all times the need to apply the directives laid out in the PROCICAT sectorial document.

The capacity of libraries and study rooms are also to be defined by the personal safety distances; the amount of furniture provided will be adapted accordingly to prevent exceeding the maximum capacity. Hand sanitising will be compulsory before entering these spaces.

### 2.2 Use of spaces

- At all times people will be reminded to maintain the safety distance of 1.5 m in corridors and rooms, of the mandatory use of the face mask and to wash their hands regularly, and if that is not possible, to use hydroalcoholic solution.
- Entrance and exit doors will be made available wherever possible and appropriate.
- In order to avoid overcrowding and to ease the flow of people, indications of routes and directions will be signposted wherever possible and appropriate.
- Doors will be kept open wherever possible -including classrooms- as long as fire regulations or climate conditions permit.
- The use of the stairs, and not using the lift, will be recommended, unless it is absolutely necessary or mobility is reduced.
- Natural ventilation of spaces is to be encouraged and heating systems are guaranteed to be in full working order so as to increase air renewal, maximising the introduction of air from outside.
- Whenever possible the sharing of materials is to be avoided, and every effort will be made to have enough equipment (computer, telephone, etc.) and office stationary (staplers, pens, etc.) for individual use.
- Drinking directly from water fountains will be prohibited.
- Special bins will be placed in common areas of all buildings to collect the waste arising from the measures of individual protection (disposable masks, gloves, paper towels, etc.)
- The toilets may only be used by one person at a time, which will be indicated by signs on the doors.

### 2.3 Holding meetings

Whenever possible physical meetings are to be avoided, and videoconferences are to be encouraged. All personnel will be provided with the necessary facilities to be able to hold meetings, with software licences, webcams and earphones when videoconferences are to be held in shared spaces.

If a meeting should be held in person, a safety distance of 1.5 metres must be respected and attendees will be required to wash or disinfect their hands before the meeting begins.

After finishing the meeting, the sign provided on the door of the room must indicate that it has been used. The same room may not be used again until it has been properly cleaned.

The cleaning service should be informed of the use of the room, via the secretaries, in order to proceed with disinfection.

### 2.4 Hygiene procedures and measures

- As a general rule cleaning/disinfection will take place after every shift. This will consist of cleaning surfaces at lunchtime and more thorough cleaning at night.
- Whenever possible, all activities will be accompanied by a natural renewal of air.
- The toilets will be cleaned three times a day. Two of them to disinfect surfaces and the other, a more thorough cleaning at night.
- Common areas, such as corridors, stairwells or doors, will be cleaned several times a day, especially surfaces which come into contact with hands.
- The contracted cleaning service will have disinfection and cleaning protocols for all areas and special action and disinfection protocols should anyone test positive.
- All toilets will be supplied with soap and individual paper towels for hand drying. The electric hand driers will be disabled. Sanitiser gel will be made available in special areas where more continuous disinfection is required.
- All public information desks will be fitted with protective screens in order to improve the hygiene and safety of the users and staff of TecnoCampus.
- Teaching staff will have cleaning and disinfection material available in all classrooms, should the need arise.
- Special bins with lids will be available for the waste generated by the cleaning and disinfection materials.

## 3. Prevention and protection measure during teaching activity

### 3.1 Prevention in classrooms, laboratories and shared spaces

A maximum classroom occupancy rate of 2.5 sqm per person will be taken into account when planning teaching activities, in order to guarantee the minimum distance of 1.5 metres between people. The use of a face mask will be determined according to the indications of the health authorities. At the time of publishing this protocol a mask is required at all times. A record of potential attendees must be kept and measures for their movement must be provided. The distance may not be less than 1 metre between people who are not in regular contact, except in those cases in which the activity requires contact.

When planning classroom allocation, a single group of students will be put into one classroom for the duration of a session (either morning or evening). It is necessary to avoid the movement of students between classrooms to facilitate the disinfection process between the departure of one group and the arrival of the next.

The timetable of each centre will take into consideration a staggered start time and end time of classes in order to avoid crowds of students coming into contact with each other in the corridors. Similarly, morning and evening break times will also be staggered.

In the period between classes students may not stay in the corridors. If a teacher decides to give a break during their class, students must remain in the classroom.

Classroom surfaces will be disinfected twice a day, usually at lunchtime and at night. Therefore, a minimum period of one hour must be established between each group in order to proceed with the cleaning and ventilation of the spaces.

As for the computer rooms, given the equipment and special needs, disinfection will be carried out with UV-C lights. For this reason, activities must be planned allowing at least 15 minutes to perform disinfection.

In the other labs, given the specific circumstances and equipment of the activities, each school must establish the material needs and procedure according to the activity.

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### 3.2 Prevention and protection measures for teaching and research staff (PDI)

The use of face masks will be determined by the health authorities. At the time of publication of this protocol the teaching staff and students do have to wear a mask at all times when in a classroom with others.

When streaming classes, and for the virtual synchronous sessions held from the office, teachers will have a microphone and earphones for individual use.

In classrooms with a microphone system, individual protection covers will be made available to the teaching staff.

There will be disinfectants and paper towel dispensers for work surfaces in all shared working areas (offices, teachers' rooms, secretaries).

## 4. Prevention and protection measures for administration and services staff (PAS)

Efforts will be made to use telework whenever possible. Shifts will be scheduled for those who need to come into the centre, complying with the programmed distribution to guarantee safe distances between people.

Work meetings or customer service contact will be organised as far as possible online. If, for justified reasons, they have to be in person, they will be by prior appointment, so that the room with the necessary space may be reserved in order to maintain distances and organise cleaning.

For videoconferences which are held at TecnoCampus in shared spaces, cameras will be provided for the computers which don't have one, and earphones and microphones will also be provided so as not to bother colleagues who are working.

There will be disinfectants and paper towel dispensers for work surfaces in all shared spaces.

All public information desks will be fitted with protective screens in order to improve the hygiene and safety of the users and staff of TecnoCampus.

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## 5. Technological tools to help teleworking and communication

Efforts will be made to reserve the Zoom platform exclusively for teaching staff. The platforms which are already available to TecnoCampus staff, Microsoft 365 and Google Suite, will be used for meetings and such. Accordingly, training sessions are being prepared in order to help staff access and use these tools.

For videoconferences which are held at TecnoCampus in shared spaces, cameras will be provided for the computers which don't have one, and earphones and microphones will also be provided so as not to bother colleagues who are working.

## 6. Final consideration

As indicated in section 1, changes to rules and recommendations by the health authorities, with an aim to adapting to the actual situation at each moment, may bring changes to the conditions and measures expressed in this document. Therefore, all personnel will be kept up to date on any changes that occur and how those changes may affect our activities.

## Appendix 1

Classrooms	Capacity due to Covid-19
<b>TCM1</b>	735
<b>Semi-basement</b>	23
xnergic	23
<b>Ground Floor</b>	98
001	20
002	23
003	31
InnoLab	24
<b>First Floor</b>	279
100	19
101	42
102	28
103	28
104	28
105	50
110	33
BussinesLAB 1	18
BussinesLAB 2	33
<b>Second Floor</b>	335
200	19
201	33
202	36
203	19
204	29
205	14
206	28
207	50
210	33
212	50
213 Aula Master	24

Classrooms	Capacity due to Covid-19
<b>TCM3</b>	60
<b>Semi-basement</b>	60
Multi-use Room	60
<b>TCM6</b>	307
<b>Ground Floor</b>	145
601	47
602	39
603	38
604	21
<b>First Floor</b>	162
613	24
614	34
615	24
616	34
611 Seminar 3	15
612 Seminar 4	12
Seminar 1	19
Seminar 2	0
<b>TCM2</b>	262
<b>Semi-basement</b>	219
Auditorium	63
Foyer A (main)	98
Foyer B (side)	30
Foyer C (upper)	28
<b>Ground Floor</b>	43
Laià+Burriac	43
<b>Total general</b>	<b>1364</b>

## Appendix 2

### Meeting rooms

Building	Floor	Room	Capacity due to Covid-19
TCM1	Ground Floor	Main Reception Desk	2
TCM1	Ground Floor	Small Reception Desk	2
TCM1	Second Floor	Teachers meeting	6
TCM1	Second Floor	Small meeting	2
TCM6	First Floor	Meeting room 1	2
TCM6	First Floor	Meeting room 2	2
TCM6	First Floor	ESCS room	5



*Affiliated centers*

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