



## Universidad de Jaén

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### **1.- Document purpose**

The University of Jaén, in response to the health alert produced by the coronavirus and its associated disease, COVID 19, has established a protocol for action, with preventive and mitigation measures, following the recommendations established by the health and education authorities, which include various scenarios in relation to the present crisis.

### **2.- Coordinating body**

The COVID-19 Monitoring Commission of the University of Jaén has been set up and is made up of:

- Rector of the University of Jaén
- Manager
- Prevention Service
- Vice-Rector for Quality and Coordination of Teaching
- Vice-Rector of Students
- Vice-Rector for Teaching Staff and Academic Affairs
- Vice-Rector for Internationalisation
- Vice-Rector for Communication and Institutional Projection
- Vice-Rector for Strategy and Change Management

This committee is responsible for agreeing on the implementation of action measures, in accordance with the instructions of the health authorities, and for channelling information and resolving any issues that may arise. This committee will be advised by epidemiology depending on the Jaén Delegation of the Regional Ministry of Health and Families.

The Rector, or the person he designates, will be the interlocutor with the health authorities, the university community and the media.

### **3.- Communication and information channels**

The University of Jaén, with the aim of rigorously and clearly informing about preventive actions in relation to the new coronavirus and its associated disease, COVID 19, has created a window on the web portal where preventive information is periodically

updated: <https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>. The information on this website will be sent to the university community through different media including all electronic media, social networks and digital information screens (SICODI). The University Community is requested to check this information on a daily basis, which will be updated as frequently as possible.

The Vice-Rector's Office for Communication and Institutional Projection will manage the information on the web and social networks. Likewise, official communications will be sent to the Centers, Departments and Services, via e-mail, on the actions that are taking place.

**All relevant information regarding this extraordinary situation will be provided solely and exclusively by the Office of the Rector** and will be transferred to the web link <https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>.

A direct link will be set from the above-mentioned website with direct access to the different information collection forms for its processing by the Monitoring Committee.

All health-related queries will be made directly to the telephone numbers provided by the Andalusian Regional Government:

***SALUD RESPONDE [HEALTH RESPONDS] – 955 545060***

***FREE SPECIFIC PHONE NUMBER – 900 400061***

#### **4.- Precautionary measures**

The best way to prevent is to reduce the risk of exposure to the new coronavirus; to this end, the University of Jaén, following the recommendations of the health authorities, reports the following:

##### **General recommendations of the health authorities:**

- Sick people who present symptoms of acute respiratory infection should not go to their workplace, should avoid contact with healthy people and immediately contact the health authority (*SALUD RESPONDE* - HEALTH RESPONDS 955 545060 - 900 400061).

- Extreme personal hygiene measures, washing hands frequently with water and soap and always after contact with respiratory secretions. In case water and soap are not available, a hydroalcoholic gel can be used.
- Avoid touching your eyes, nose and mouth with your hands.
- Cover your nose and mouth with a tissue when coughing and sneezing, and throw it in the trash. If a tissue is not available, cough and sneeze into your elbow to avoid contaminating your hands.
- The use of masks to protect against infection is not recommended.

This type of information will be kept up to date on our website at the following link:

<https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>.

**As complementary measures, the University of Jaén is undertaking the following actions:**

A. Reinforce the cleanliness of spaces and equipment: Through the Works, Maintenance and Surveillance Service of the facilities in collaboration with the Prevention Service, instructions have been given to the companies awarded the Cleaning Service to ensure daily cleaning with special emphasis on surfaces that are frequently handled and to ensure the existence of soap and paper in all toilets.

B. Posters: General information posters will be placed at all accesses to the University of Jaén buildings and with instructions on hand washing procedures in all toilets.

C. Reduce/reorganise both national and international travels of the University Community:

- Follow the recommendations of the Ministry of Health not to travel, if not strictly necessary, especially to areas identified as high-risk areas, whether in Spain or abroad.
- If you need to travel to risk areas, you must communicate this in advance by filling out the corresponding form, which is available on the website at the following link

<https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>.

D. Actions to be taken into account in relation to the mobility and international travels of staff and students

- International mobility activities must be authorized by the Vice-rectorate for Internationalization, which will be responsible for assessing the possible interruption/cancellation of the activity. However, it is generally recommended to postpone uninitiated mobility actions. To this end, the Vice-rectorate for Internationalisation will provide the necessary means so that the postponed activity can be carried out in the future with the necessary academic and economic guarantees.

- UJA students who are in risk areas in mobility programmes and wish to return to the country may do so by following the instructions of the local and Spanish authorities, if necessary. The UJA will take appropriate measures to minimize the academic and economic impact of the return, such as making online teaching at the destination compatible with teaching at the UJA by face-to-face or telematic means whenever possible and accepted by the destination institution.

- It is recommended that students and staff who have returned from areas considered to be at risk stay away from face-to-face academic activity at the UJA for a period of two weeks and, in any case, if they present respiratory symptoms, they must stay at home or in their accommodation and contact SALUD RESPONDE – *HEALTH RESPONDS* 955 545060 - 900 400061.

- International students at the University of Jaén will follow the instructions applicable to national students. In case of suspension of the academic activity, the completion of the learning and evaluation process must be facilitated, preferably by telematic means and online teaching-learning.

- It is recommended to postpone all incoming staff mobility actions until the health exception situation is deactivated. If the activity is financed/organised by the Vice-Rectorate for Internationalisation and the activity has not started, it may be postponed using the funds initially allocated (the funds initially allocated to the activity may not be increased under any circumstances).

- All members of the University Community are urged to avoid situations of potential active/passive discrimination in relation to international students/staff.

### **5.- Measures to be adopted in our work activity during the health alert**

**The instructions given by the Ministry of Health and the Department of Health and Family will be followed at all times.**

**All academic activity is maintained**, unless it is suspended by the health authority.

**All non-ordinary activities, such as congresses, conferences, etc., to be carried out by the Centres, Departments or Services must be reported** using the form specifically designed for this purpose, which is available on the website <https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>.

**Specific actions with risk groups.** If you are in a risk group in accordance with those established by the health authorities, you can report this situation using the form established for this purpose and available on the website <https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>, where you can request that your tasks be carried out using teleworking techniques. The possibility or not of such a working method will be analysed for each particular case. In the event of not being able to comply with this work system, the health recommendations established for these cases will be followed.

**In the case of suspension of the academic activity**, the University of Jaén will establish, in agreement with the Centres, Departments, and depending on the degrees, the measures and adaptations that correspond in order to guarantee the academic progress of the affected students. In this case, the following specific measures will be taken:

- **Teaching.** Online teaching will be facilitated through the use of the DV (*Docencia Virtual – Virtual Teaching*) platform (creation of consultation forums, provision of documentation, etc.) and the teaching of classes by videoconference (Google's Hangout Meet professional) continuing with the usual academic calendar and class schedules. The teaching staff will use the necessary means from among those provided by the university to continue with the teaching program in a non-attendance mode. The practical teaching that cannot be done in

a non-attendance way will be substituted, whenever possible, by non-attendance activities that allow the students to acquire the competences of the subject.

- **Teaching and Research Staff and Administration and Services Staff.** Unless otherwise indicated by the health authority, staff will continue to attend to their jobs, with the exception of risk groups established by the health authorities.

## **6.- Response to a case of suspected SARS-CoV-2 infection or in case of confirmation of SARS-CoV-2 infection**

In any of the above situations, the instructions provided by the Ministry of Health and Families of the Andalusian Regional Government in its document "COVID-19. Guía para Escuelas, Centros educativos y Universidades", specifically in points 3 and 4. This document can be seen at the following link:

<https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>.

## **7.- Consideration of staff and students in coronavirus isolation**

A. **PDI (teaching staff), PAS (administrative staff) and Research staff**, according to Criterion 2/2020 of the Ministry of Inclusion, Social Security and Migration, the workers of the University of Jaén that the health authority considers should be in preventive isolation as a consequence of the coronavirus, will be considered as temporary incapacity derived from professional contingency (work accident). This situation will be communicated to the Vicerectorate of Teaching Staff and Academic Organization in the case of PDI, to Management in the case of PAS and to the Vicerectorate of Research in the case of researchers associated to projects.

B. **Students.** The University of Jaén has established that the students that the health authority considers should be in preventive isolation as a consequence of the coronavirus, will be considered as Students with Special Needs due to the situation of a sudden illness.

C. **The University will establish the necessary measures for people in**

**isolation** so that the situation affects their work or academic activity as little as possible and will monitor the cases, in accordance with public health indications. Possible measures and adaptations will be established to ensure the academic rights of students.

### **8.- Update and Publication**

This Protocol will be updated when conditions change and will be communicated to the Health and Safety Committee and the entire university community. All the fundamental preventive information on the coronavirus will be published on the website <https://www.ujaen.es/informacion-sobre-coronavirus-covid-19>.