

CUNEF

Performance and Contingency Plan

YEAR 2020 - 2021





Performance and Contingency Plan

Year 2020-2021

ORDER 668/2020, of June 19, from the Ministry of Health, establishing preventive measures to deal with the health crisis caused by COVID-19 indicates that before completion of the enrollment period for the 2020 academic year- 2021, universities, with the participation of the entire community of the university, will approve and make public an action plan that attends to the necessary adaptation for such academic year of the conditions of development of teaching, study and research, to the demands of the health crisis, in which the maintenance of an interpersonal distance is guaranteed of at least 1.5 meters, as well as due control to avoid agglomerations. And it also indicates that, in cases where it is not possible to maintain this interpersonal distance in the areas designated for learning, the use of a mask will be mandatory.

The action plan under which CUNEF will develop its activities in the 2020-2021 academic year. This action plan starts from the hypothesis that in the next academic year we will have to face two possible scenarios: first, in which under the health alarm situation, can teach classes in person in our facilities (respecting and complying with the measures that the health authorities have so far prescribed for this case) and the second, in which the health situation requires to go back to not allowing students to attend face-to-face to their classes at CUNEF facilities.

The objective of this action plan is to provide students and professors, and administration staff and CUNEF services, the tools and resources that allow to develop teaching and researching activities appropriately ensuring for students the acquisition of skills, as well as the learning outcomes in the conditions of the current health situation.



1 Adaptation of facilities in relation to the classrooms and their use

The existing spaces have been adapted in accordance with the health protocols to comply with the distance measure of 1.5 meters of separation. In this sense, the current classrooms, 6 new classrooms have been created and two classrooms have been rented and adapted in the Colegio de Huérfanos Ferroviarios College of Railway Orphans (close to the current facilities of CUNEF), all of this to allow the start of face-to-face training for all students in the 2020-2021 academic year.

In order to limit the risk of crowds of people in the center's facilities have acted on several ways:

- The distribution of students has been balanced in the morning and afternoon shifts.
- An interval of no activity has been planned between both shifts in order to clean, disinfect, and ventilate classrooms before changing students.
- The entry and exit times have been staggered for the different groups of each shift, to limit the coincidences and contacts in common areas, entrances and corridors.
- Adjustments have been made to the number of groups and their size to adapt to the maximum capacity established by the regulations.

The following rules are also established:

- Enter and leave the classroom in an orderly manner, with distance interpersonal of at least 1.5 meters.
- Agglomerations and blocking of entrances are strictly prohibited.
- Each student will sit and remain in their seat until the professor arrives.
- Sharing materials is prohibited.

Included in Annex I to this action plan is the document that includes the facilities available, as well as the signage and planned arrangement of students in the classroom according to the technical plans developed to address issues related to health security in the 20/21 academic year.

2

Methodological adaptation of the study plans

The organization planned for the 2020-2021 academic year responds to both possible scenarios that we can face. The first of them, planned to start the academic year according to the academic calendar approved; begins on September 7th, is based on the presence in the classroom of all undergraduate and graduate students. The second of them is a contingency plan, planned in case it were necessary its implementation, in case the health situation advises it, based on the use of our virtual campus, with teaching synchronous and interactive following the schedule and agenda established to the face-to-face plan. It is described below how the solution will be given in these two scenarios with regard to training activities, evaluation systems and curricular or external practices.

2.1 ADAPTATION METHODOLOGY OF THE TRAINING ACTIVITIES

If the health situation allows it, all the planned training activities will be taught in person in the classroom, each different subject will follow the different study plans according to what is established in the teaching guides. All the measures have been established that allow to maximize the social distance and keep below of the maximum authorized the number of students physically present in the center within each time band.

If the health situation again forces us to put in place a scenario, the development of training



activities, which require the presence of students in the classroom, will be carried out online, synchronously and interactively, through communication tools offered by the CANVAS platform (Zoom, Conferences and / or Skype) and at the times and pre-planned agendas. All these sessions will be recorded to facilitate students any query. The technological capabilities available in CUNEF have been reinforced through the acquisition of additional zoom licenses and devices have been made available to students and professors if necessary or the precise software in those cases where it may be necessary.

All individual or group tutoring, will be carried out synchronously and interactively using video conferencing tools provided by CANVAS (Conferences or Zoom or Skype). In addition, professors are informed that to carry out certain sessions of group tutoring or for the development of study work groups, CUNEF makes available at the university several smaller spaces or classrooms to hold this type of meetings, maintaining the safety distance and hygienic and sanitary measures planned.

2.2 EVALUATION PROCEDURES

In order to comply with what the regulations prescribe on the minimum interpersonal distance, assessment tests that require the presence of all students of the same subject will be online synchronously with the support of the Proctorio proctoring tool with the goal to guarantee the authenticity of the identity of students and that they carry out their assessment tests or exams as if they were in the classroom in person.

In the event that not a high number of students or in situations where the student expresses his desire not to use Proctorio, we will then facilitate the option to do the exam orally by videoconference (using Zoom, Conferences or Skype) in presence of a commission made up of three teachers of the subject under examination.

In all cases the recording of each evaluation session will be done to ensure rating review by the student in the event that it would be requested. This review will be done always individually, online and synchronous using the communication tools provided by CANVAS (Conferences, Zoom or Skype).

In summary, under the two teaching scenarios raised, the systems of assessment planned for each subject within the teaching guides, by using both simultaneously: continuous evaluation for exams and other forms of evaluation specifically provided in each one of the guides.



2.3 EXTERNAL INTERNSHIPS

CUNEF will facilitate its students the completion of external internships and will inform of all related decisions regarding the external internship that may arise as consequence of the health situation. In any case we will guarantee the acquisition of skills planned in the curriculum.

The adaptations approved for the course 2020-2021 will always be compatible with the measures adopted for the realization of those curricular internships of the course 2019-2020 that remained pending and were postponed.

In the event that the health situation requires to change the conditions of the external internships, to achieve the envisaged skills, the curricular internships of the students of last year will be complemented with other training activities, provided that the percentage of credits that the student would have pending for the completion, was less than 50% of the internship's credits foreseen.

3 Reinforcement of distance teaching

For the 20/21 academic year, and as a natural continuation of the actions already developed in the 19/20 academic year, CUNEF has defined a training plan for its faculty that will revolve around the following axes:

- Training in CANVAS, virtual campus, as a teaching tool.
- Training in CANVAS and Proctorio as tools for online and synchronous evaluation.
- Turnitin training for plagiarism control.
- Training for the design and development of multimedia resources for virtual teaching.
- Training in the use of tools to enhance involvement and interaction of students in subjects taught online.

The training sessions will be held, differentiating between the specific sessions designed for professors new to the CUNEF faculty such as those sessions for professors who have been using the virtual campus in recent years. All of them will be developed in the form of directed sessions by specialized personnel with technicians from the IT department (Technology Information) to deepen the available utilities and the management of the tools available on the virtual campus. In Annex II to this document you can find the details of the courses, workshops and webinars that make up this training plan, together with the dates on which these will take place.

Additionally, in the months of September 2020 and January 2021, each CUNEF academic department will organize a work session to show and share the most significant good practices and raise all the questions to which each thematic area must respond to the situation in which we are in.

Finally, indicate that, in addition to the use of CANVAS and Proctorio (license acquired in April 2020), CUNEF has approved the acquisition of campus licenses tools such as Maple that support the teaching in the center and will substantially improve both the Wi-Fi network and the equipment of its computer classrooms, contemplating both the acquisition of laptops to turn any classroom into a computer room when required, also the acquisition of cameras and digital whiteboards that allow the recording of classes.



4 Information and transparency

This action plan has been approved by the Management Committee of CUNEF of July 11, 2020 and has been made available to the entire CUNEF university community through the website, the services and communications have been sent to professors and students before the start of the enrollment period for the 20/21 academic year.

Before the start of the course, on September 3 and 4, 2020, we developed six welcome sessions for all students of CUNEF, where the organization was reiterated and explained in detail the academic year 20/21 (in the planned scenarios) dedicating special attention to reiterate, the need to comply with the sanitary and hygienic protocols recommended by academic and sanitary authorities.



Annex I

Faculty Training plan 2020-2021

CUNEF has prepared a **Permanent Update Plan for Professors** organized in webinars, open courses, workshops and training videos.

The objective of this Plan is to show professors both the different functionalities that CUNEF makes available to professors and students through the Virtual Campus (CANVAS), Service Portal, Microsoft Office 365 and video conferencing applications, such as the possibilities that new technologies offer both for face-to-face training and online training (synchronous or not).

The Plan is designed so that professors can acquire or reinforce their skills and abilities according to the following calendar:

- Welcome course for newly hired professors (CANVAS, Service Portal, Office 365 and applications conference call) - *September 2, 2020*
- CANVAS (Course) - *September 3, 2020*
- CANVAS (Course) - *September 4, 2020*
- MAPLE (Workshop) - *September 3, 2020*
- How to enhance the involvement and interaction of students in online courses (Webinar) - *September 10 and 11, 2020*
- TURNITIN (Course) - *October 1, 2020*
- TURNITIN (Course) - *October 2, 2020*
- New technologies and training (Workshop) - *October 15 and 16, 2020*
- PROCTORIO (Course) - *October 29, 2020*
- PROCTORIO (Course) - *October 30, 2020*
- Qualification process in the Service Portal (Course) - *1December 17, 2020*
- Qualification process in the Service Portal (Course) - *December 18, 2020*
- Qualification process in the Service Portal (Course) - *May 17, 2021*
- Qualification process in the Service Portal (Course) - *May 18, 2021*

Annex II

Reference Documentation

ORDER 668/2020, of June 19, from the Ministry of Health, establishing preventive measures to deal with the health crisis caused by COVID-19 once it is over the extension of the state of alarm established by the Royal Decree 555/2020, of June 5.

Forty-first

Measures and conditions for the development of activity in the field university and higher artistic education

2. Before the end of the enrollment period for the course 2020-2021, universities, with the participation of the entire university community and within the framework of the provisions of this Order, approve and make public an action plan that addresses to the necessary adequacy for said course of conditions development of teaching, study and research activity to the demands of the health crisis, in which the maintaining an interpersonal distance of at least 1.5 meters, as well as due control to avoid crowds. In the cases in which it is not possible to maintain said interpersonal distance in formal learning spaces, the use of mask.

The action plan will be sent to the Ministry with competences in the university environment that, in accordance with the provisions of the Article 9 of Royal Decree-Law 21/2020, of June 9, on urgent prevention measures, containment and coordination, to do in the face of the health crisis caused by COVID-19, it will ensure the implementation of the necessary hygienic and organizational measures in the universities.

This plan will be applied in the centers attached to the universities, corresponding to these to supervise their compliance.

4. In all the cases and centers contemplated in this article, disinfection regulations will be mandatory and prevention determined at all times by the sanitary authorities.

Common framework of action of the universities of the Community of Madrid against COVID-19 in the 2020/2021 academic year (Ministry of Science, Universities and Innovation, June 2020).

Recommendations for the planning of the academic year 2020-2021 due to the exceptional situation caused by COVID-19 (Fundación para el Conocimiento, madridasm, June 2020).

Annex III

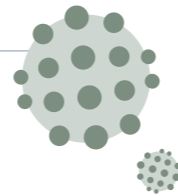
Prevention, Action and
Contingency Plans
against COVID-19

Precautionary and hygienic measures for face to face teaching activity during the 2020-2021 academic year

This is a dynamic prevention plan, therefore is under permanent review depending on the evolution and new information that is available. It will be updated at all times according to the guidelines and recommendations established by the health, education and from competent bodies.

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0.1 Definitions and acronyms



COVID-19

As defined by the WHO, "it is the infectious disease caused by the SARS-CoV-2 coronavirus that is has been recently discovered".

SARS-COV-2

It is a new virus, previously unknown in human pathology, which belongs to the family Coronaviridae.

CSS

CCUNEF Safety and Health Committee

PAS

CUNEF Administration and Services Staff

PDI

CUNEF Teaching and researcher Staff

PES

Personal Especially Sensitive to Covid-19

PEV

People Especially Vulnerable to Covid-19

PPRL

Prevention Occupational Hazards Plan

PRL

Labor Risk Prevention

STAFF ESPECIALLY SENSITIVE COVID-19 (PES)

Staff who, for their personal characteristics or known biological status, are especially sensitive to risks derived from work, related to exposure to Sars-Cov-2 coronavirus, and that the company must guarantee protection specifically for their health. To be considered such as an especially vulnerable person in relation to COVID-19, it does not automatically mean to be considered PES according to Article 25 of the LPRL, you must take into account the labor exposure to this new risk.

PEOPLE ESPECIALLY VULNERABLE COVID-19 (PEV)

Those people who present related risk factors with their state of health, therefore to foresee, with epidemiological and clinical criteria, an increased probability to develop COVID-19 if are exposed to SARS-CoV-2 or to present an unfavorable clinic evolution in case of having COVID-19.

0.2 Introduction

CUNEF is continuously monitoring the situation of the health crisis caused by COVID-19 with the will and responsibility of guarantee face-to-face teaching activity, for the next academic year 2020-2021, to develop with the due guarantees regarding health and safety.

As of the elaboration of this document, the most probable future is that the transmission of COVID-19 cannot be totally eliminated in the short term. Facing this situation, the health authorities have established containment and prevention measures that allow better control of the health crisis, as well as avoiding and minimizing the risks of spreading the disease. Such measures affect both the way to act as the way in which we should reboot and temporarily develop the different activities: commercial, educational, professional, etc.

In this context, CUNEF has prepared a Prevention, Action and Contingency Plan, for the re-start of their face-to-face teaching activity after the confinement motivated by COVID-19 and the different phases of alarm. This procedure establishes some preventive, hygienic and organizational measures to preserve the safety and health of the university's community, complying with the recommendations of the health and university authorities, and following the instructions of the Health and Labor Risk Prevention Service.

These instructions are basic and of a general nature, adaptable to the particularities of each organizational aspect, or other situations that may be carried out in our center (classes, evaluations, seminars, practices or other activities), and always with the aim of continuing to face the crisis, ensuring adequate control of the spread of the disease, and respond to the possible appearance of new cases of COVID-19.

The provisions contemplated here require a reorganization effort, a budgetary implication and sufficient and adequate resources in order to be sustainable over time, and until the end of the health crisis is declared.

Logically, this Plan also appeals to the **individual responsibility**, since only with institutional and individual action, it is possible to fight effectively against spread of the virus. Resuming activities in person requires that all of us are committed to implement best practices and maintain safe habits to reduce our risk of exposure to COVID-19.

0.3 Object

This document contains the preventive measures against COVID-19 that CUNEF has developed and adopted for face-to-face teaching activity during the 2020-2021 academic year, in accordance with the recommendations of the health and university authorities at the time of writing.

Specifically, the following basic prevention principles are established:

- Adapt, optimize and restructure university facilities (classrooms, laboratories, passageways and common areas) to ensure interpersonal distance of at least 1.5 meters, and the adoption of necessary organizational actions to avoid crowds.
- Establish personal and collective prevention measures to safeguard the safety and health of the entire university's community.
- Establish action procedures for management cases or possible infections in the Center.
- Establish the cleaning, disinfection and ventilation protocol for the facilities.

0.4 Scope

These instructions will be applicable both for teaching and research staff, administration and services staff, students, employees of companies that provide services in the Center, as well as, to people who access our facilities, whether on a regular or occasional basis. These measures will enter into force the first start day of the academic year 2020-2021 and will remain until the end of the health crisis situation caused by COVID-19.



0.5 Competencies

The director of CUNEF is the only competent body to agree on the application of the measures contained in this Plan, based on the instructions received from the health, educational and other authorities.

The director of CUNEF assumes a firm commitment to risk management, leading the implementation of these preventive measures adopted, and likewise, undertakes to integrate within the institution's own structure, all the indications established in this document.

However, a Crisis Committee is formed to assist the Director in the implementation and the monitoring of the measures contained in this protocol. This committee is made of:

- the Director, who chairs it
- the President of the Council
- the Manager
- Undergraduate and Postgraduate Academic Directors
- Presidency of the CSS

The positions and personnel who should be invited to the meetings, will be considered depending on the issues to be discussed.

The CUNEF Manager, or the person designated in each case, will be the interlocutor in the with regards to the actions derived from this Plan, both internally (with the members of the university's community), and external (other institutions and companies).

0.6 Principles

CUNEF will adopt the measures that the competent authorities recommend in each case, in accordance with the following principles and provisions:

- The instructions of the health institutions, o the competent authorities and of the bodies will always be followed.
- The adoption and application of the measures will be in accordance to the principle of proportionality and maximum respect for the people, making the principle of prevention to prevail.

0.7 Regulations and reference documentation

The preventive and containment measures that appear in this document are framed in the recommendations of the Ministry of Health, Ministry of Universities, Counseling of Health, Counseling of Education and Youth of the Community of Madrid, and in Law 31/1995, of November 8, on Labor Risk Prevention, by which preventive and action measures are established for COVID-19.

However, depending on the epidemiological evolution, and of the regulations that are published by the authorities, the plan will be updated to adapt it to current regulations.

For the latest update of this Plan, the following regulations have been taken into account:

- **Law on Prevention of Occupational Risks** (Law 31/1995, R.D. 664/1997).
- **Action procedure for Labor Risk Prevention Services against exposure to SARS Cov-2** - Ministry of Health.
- **Prevention and Hygiene Measures against Covid-19** in University Centers for the 2020-2021 Course, of June 10, of the Ministry of Health and Ministry of Universities.
- **Instructions of the General Directorate of Human Resources**, of the Ministry of Education and Youth of the Community of Madrid, of June 6.
- **Order 668/2020 of June 19, from the Community Health Department of Madrid**, which establishes preventive measures to deal with the alarm due to the Health crisis established by Royal Decree 555/2020, of June 5.
- **Prevention, Action and Contingency Plan against to the coronavirus** - VALORA Prevention.

Before its publication, this Plan was submitted for consultation to the Health and Safety Committee of CUNEF, the delegates of the students were informed, and it is advised by the Outsourced Prevention Service of VALUE PREVENTION.

0.8 Information, consultation and participation of the educational community

Information

Information will be provided to the entire education community about key measures of prevention at the beginning of the course, and whenever consider necessary: hand hygiene, interpersonal distance of at least 1.5 meters, correct use of masks, respiratory hygiene, do not go to CUNEF in case of symptoms compatible with COVID-19, or being in isolation or quarantine for the illness.

CUNEF will pay special attention to the disclosure of prevention, hygiene and promotion measures of health that promote awareness and adoption of prevention and control measures of the disease in the student body, professors and other working people, both in the CUNEF facilities, such as their homes and social environment.

The following **information channels** are established:

- This information will be included on the website (www.cunef.edu) and on the intranet of the Center (Portal of Services).
- The use of posters and signage will be promoted in high visibility places such as: access to Center (lathes), classrooms, bathrooms, cafeteria, library and common areas.
- The academic team will communicate to the rest the faculty and the educational community prevention and hygiene measures adopted in the Center at the beginning of the course.
- This information will be included in the documentation provided at the enrollment and start of the course.

Consultation and participation

The CUNEF Manager will be the reference person to solve all COVID-19 related matters, as they are: individual preventive measures, collective and others safety and hygiene protocols that could arise to any member of the university community.

However, the following communication channels, consultation and participation for different groups:

TEACHING AND RESEARCH STAFF AND OF ADMINISTRATION AND SERVICES STAFF

Consultations and participation will be carried out through employees' representatives with preventive functions (prevention delegates) and CSS. Send an email to comitedeseguiridadysalud@cunef.edu

STUDENT BODY

Consultations and participation are to be carried out through the class delegates. Send an e-mail to oficinaacademica@cunef.edu

EXTERNAL STAFF AND OUTSOURCED SERVICES

Consultations and participation are to be carried out through the Department of Infrastructure and Services. Send an e-mail to infraestructuras@cunef.edu

0.9 Surveillance and supervision

It is the responsibility of the Director, or the designated person, to carry out a surveillance and supervision of this Plan, by verifying compliance of the Occupational Risk Prevention Law, as well as the recommendations approved by health institutions and other competent authorities or that may be published in the future, since they are mandatory.

Among others:

- Hygiene measures.
- Organizational and technical measures.
- Individual and collective protection measures taking into account the risk of exposure.
- Information and training measures.

10. Responsibilities

The responsibilities of the application of the measures included in this document are contemplated in the Plan for the Prevention of CUNEF. However, **it is responsibility of all the people belonging to the CUNEF university's community to contribute to the strict compliance with the measures of prevention and protection adopted in this document, and aimed at controlling and reduce the transmission of COVID-19.** In as much as the health authorities do not modify and / or lift labor and social restrictions due to COVID-19, we must act in accordance with the instructions given in this document and its adaptations and updates; and within the plan of the department, service or unit that corresponds to it.

11. Assessment of Occupational Risks

CUNEF's External Prevention Service will carry out risk assessments for exposure to coronavirus COVID-19, in those positions where it is not possible to comply with guidelines issued by the Ministry of Health.

In this sense, the guide published by the Ministry establishes 3 levels of risk in those that can be framed for the different jobs:

- Low probability of exposure.
- Low risk exposure.
- Risk exposure.

In CUNEF's activities, the risk scenario is **LOW PROBABILITY OF EXPOSURE** for all jobs that do not have direct attention to the public or, if they do, it occurs more than 1.5 meters away, or they have measures of collective protection implemented, which avoid contact (screens, etc.)

The risk level for each professional group of CUNEF is established below:

<i>CUNEF Professional Group</i>	<i>Risk</i>
ADMINISTRATIVE STAFF OR SIMILAR	Low probability of exposure
TEACHING AND RESEARCHER STAFF	Low probability of exposure
MAINTENANCE STAFF	Low probability of exposure
CONCIERGE STAFF	Low probability of exposure
COMPUTER TECHNICIAN STAFF	Low probability of exposure
LIBRARY STAFF	Low probability of exposure

The Prevention Service will determine the use of adequate individual protection and proportional to the risk of each job, based on the measures implemented and to what is established by the health authorities at all times. In case that such protections are necessary or recommended for the job, the indications provided by the Prevention Service must be followed to know the importance of correct use and as a complementary measure to the implemented, in order to avoid an increase in the risks derived from an incorrect use, as well as avoiding the lack of compliance with the rest of the measures.



12. Especially vulnerable staff

People vulnerable to COVID-19 (for example, people with hypertension arterial, cardiovascular diseases, diabetes, chronic lung diseases, cancer or immunosuppression) **can COME to the workplace**, provided that your clinical condition is controlled and allows it, and maintaining the measures of rigorous protection. In case of doubt, the Health Department of the Prevention of Occupational Risks of VALORA PREVENCIÓN (Prevention Service Outside of CUNEF) must evaluate staff who are especially sensitive in relation to SARS-CoV-2 coronavirus infection, establish the nature of special sensitivity of the staff and, issue a report on the prevention, adaptation and protection measures. To do this, it will take into account the existence or non-existence of conditions that allow the work to be carried out, without raising the risk of the staff's health condition.

Personnel within these vulnerability groups may request the assessment as especially sensitive, by email to the Human Resources department (rrhh@cunef.edu)*.

The report of the RISK ASSESSMENT FOR THE VULNERABLE GROUPS is available at request.



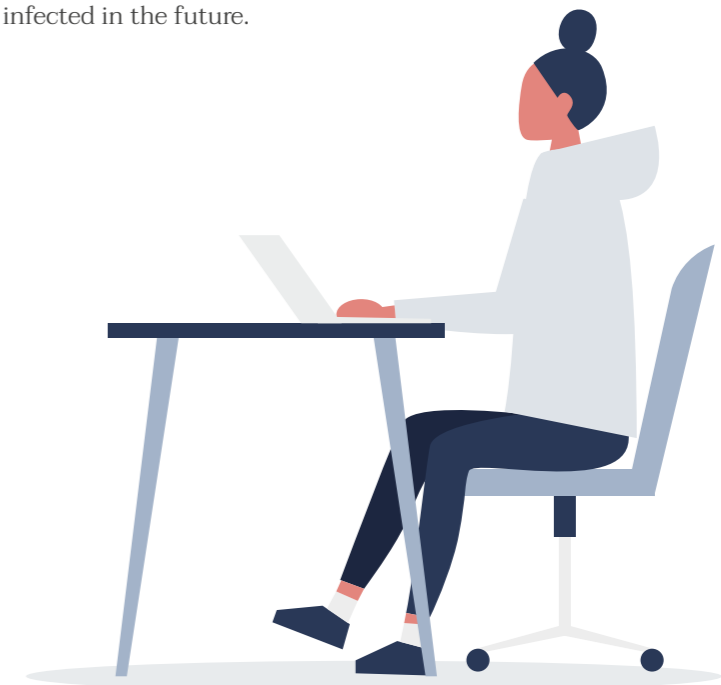
* The personal data that you provide has the purpose of proceeding to the valuation of the worker, in accordance with the criteria of the Ministry of Health, on belonging to the most vulnerable group of the population, to the disease caused by the SARS-CoV-2 virus (COVID-19) and communication to the prevention company VALORA PREVENCIÓN to the object to adopt the necessary preventive measures for the protection of health.

13. Protection of students

Students with health conditions that make them more vulnerable to COVID-19, will be able to go to the center, as long as their clinical condition is controlled and allows it and, maintaining rigorous protection measures. Shall follow the instructions of your healthcare professional of reference regarding the measures of more appropriate prevention.

The Academic Office will pay special attention:

- Students with special needs, as they may need certain adaptations such as support companions and material or technical aids, which will be provided with prevention criteria. The companions of the students with special needs must comply with the general prevention regulations adopted in the Center, maintaining physical distance from other people.
- To monitor the health status of students who may be ill or in isolation or close contact quarantine for COVID-19, and lending resources necessary for their better continuity and academic training.
- Offer psychosocial support that also takes into account the prevention of stigma and discrimination against students and all the staff of the university who may have been exposed to the virus, or may become infected in the future.



14. Before going to CUNEF

The entire CUNEF community must carry out a daily self-assessment, at their homes, checking the presence of any symptoms associated with COVID-19 (cough, fever, difficulty in breathing, lack of smell, taste, etc.) **before going to the Center.**

In the event of suffering any of these symptoms, **YOU SHOULD NOT GO TO CUNEF**, and you should contact the COVID-19 telephone numbers, for our Autonomous Community of Madrid (Tel. 900 102 112), or with your service primary care center and follow the instructions of healthcare professionals. **You should not go to the Center until you are confirmed that there is no risk to you or others.**

Likewise, you will not be able to access the center, in any way, the people for having or having had recent symptoms related to COVID-19 or having been in close contact with affected people of this disease, until confirmation or discharge by your doctor.

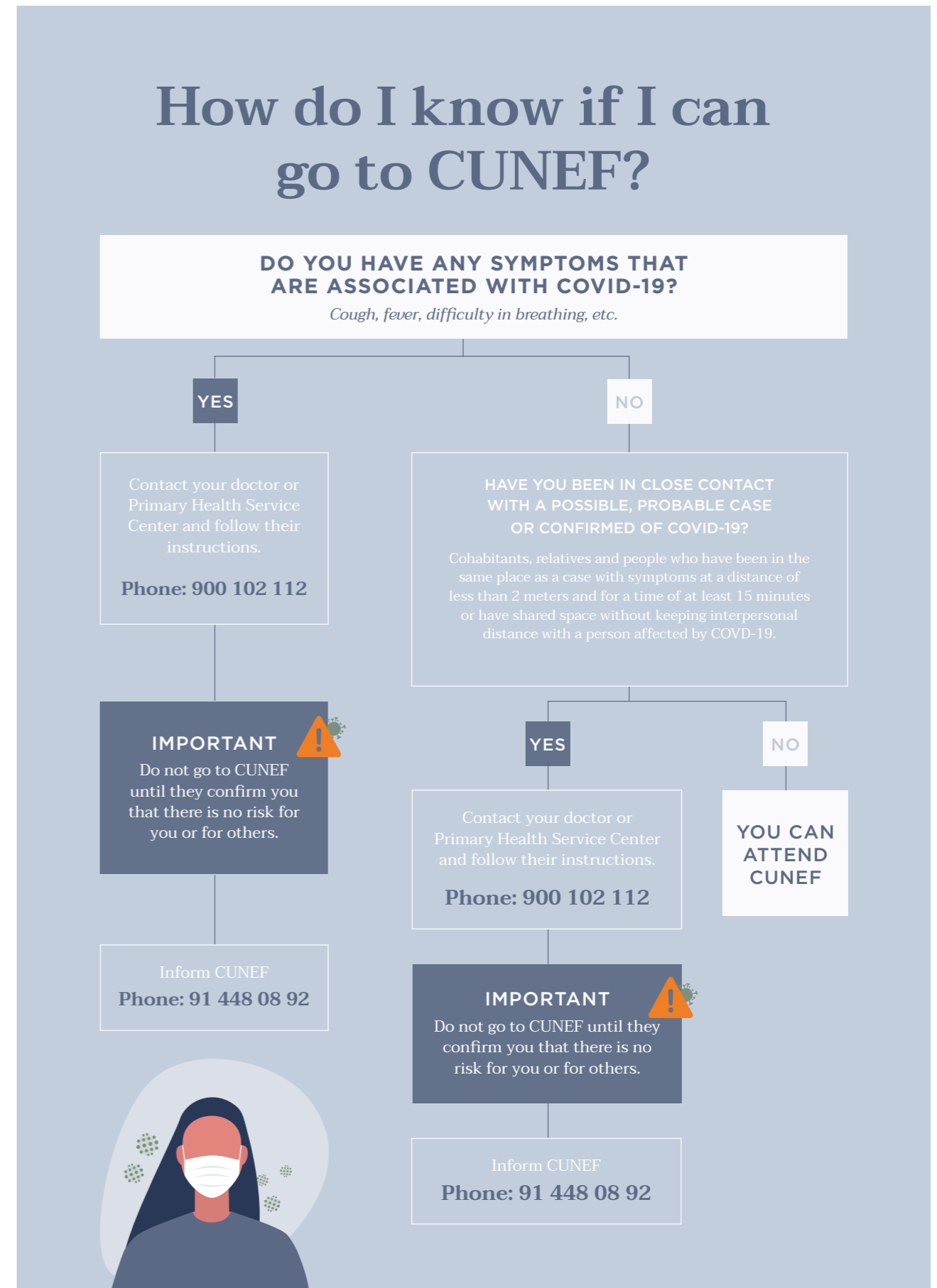
It is considered as close contact of possible, probable or confirmed cases to:

- Anyone who has provided care while the case presented symptoms.
- Cohabitants, relatives and people who have been in the same place as a person who presents symptoms, at a **shorter distance 2 meters** for a time of **at least 15 minutes**.

People in the university's community who are infected with this disease or that are affected by confinement and / or quarantine measures, will communicate it to the center immediately, whenever possible by phone:

CUNEF · 91 448 08 92

If you begin to notice symptoms during the academic or work day, notify your colleagues and superiors, take extreme precautions so much of social distancing as well as hygiene while you are in the classroom or workplace. CUNEF will launch the action protocol against COVID-19.



15. Commuting to CUNEF

Whenever possible, the best mobility options should be prioritized ensuring interpersonal distance of approximately 1.5 meters. For this reason, active transport such as walking or cycling is recommended (there is available parking for bicycles in the main access to the campus). Also individual transport (vehicle or own motorcycle) is preferable. The Center enables, for all of the university's community, staff parking spaces (vehicle / motorcycle), which can be requested at infraestructuras@cunef.edu.

If the commuting is carried out in a car, cleaning measures of the vehicle must be taken, and keep the greatest possible distance between the occupants. If the occupants of the vehicle do not live in the same address, the use of a mask is mandatory.

On trips by bus, taxi, train or any transport public it is mandatory to wear a mask.



16. Access to Campus

Those with **symptoms compatible with COVID-19 CANNOT ACCESS CUNEF** those who have been **diagnosed with the illness** and have not completed the required isolation period, or those who are in the **home quarantine period** for having had close contact with someone with symptoms or diagnosed of COVID-19.

CORRECT HAND HYGIENE MUST BE PERFORMED before entering the Campus, for this, hydroalcoholic gel dispensers have been installed at the main entrance of the facilities, as well as disinfectant mats for footwear (access turnstile).

A CONTROL OF THE BODY TEMPERATURE WILL BE CARRIED to access the center's facilities. Equipment has been installed within the access turnstile whose functionality is to show the temperature and the verification of the use of mask of the personnel that access to the facilities, as a preventive and protective measure for the entire university community against the Coronavirus. The security staff of the Center will be in charge of managing your care, and will only be limited to prevent the entry of people on whom fever is detected or, where appropriate, do not have a mask (in the first weeks masks will be delivered to the students who do not have one).

(Information on Data Protection is available at request)

THE USE OF A MASK WILL BE MANDATORY, reusable where possible, to ENTER THE CENTER and when a distance interpersonal security of at least 1.5 meters cannot be assured. The obligation to use mask will not be required for:

- People who present some type of disease or difficulty respiratory tract that may be aggravated by the use of the mask or that, their situation of disability or dependency, or do not have autonomy to remove the mask, or have behavioral disturbances that make their use unfeasible.
- Neither will it be required in the case of outdoor sports, nor in the cases of force majeure or situation of need or when during activities, the use of the mask is incompatible, in accordance with the indications of the health authorities.

However, it is recommended as a precautionary measure the use of mask in a generalized way, even though it is possible to guarantee the distance of at least 1.5 meters and, in all areas of the Campus.

Signs have been placed on the correct use of placement and removal of masks in campus spaces (such as bathrooms, changing rooms, etc).

CUNEF has surgical masks to use in case someone presents symptoms, and for the entire educational community where exceptional situations of deterioration, breakage or hygiene, and if necessary to be replaced. They can be requested in the Control-Security building.

17. Limitation of contacts

CUNEF has implemented the necessary preventive and organizational measures to **ensure the maintenance of a safe distance of at least 1.5 meters**, as well as making timely adjustments in the organization to **avoid the risk of overlap mass of people** in the different university spaces of the Center.

18. Capacity control

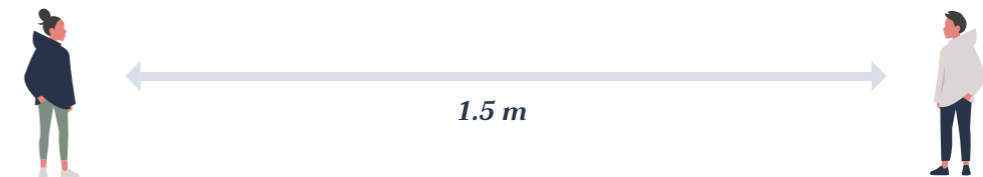
The maximum capacity of each dependency has been calculated to establish the maximum number of people that can be within the campus, and keep the interpersonal distance of 1.5 meters.

To ensure that this maximum capacity is not exceeded anytime, all people should access the Campus through the main entrance. The access turnstiles,

together with security personnel, they will manage the count and attendance control of the entire university's community.

The maximum capacity of each unit at the door has been exposed to the public main access. This figure should not be exceeded under any circumstances.

19. Guarantees of safety distance of 1.5 meters in all university spaces



One of the most effective ways to minimize the spread of the coronavirus is to limit the physical proximity between people. To this end, and to prove strict compliance with safety distances of at least 1.5 meters in all the centers of the center, CUNEF has carried out the elaboration of a technical project, in collaboration with a study of architecture, and the occupancy coefficient for each of the different university facilities.

Based on this technical project, we have reorganized, optimized and conditioned the different university premises to accommodate students and workforce, but always applying, the interpersonal distance of at least 1.5 meters to comply with the regulations in force.

University facilities	Adaptations made to guarantee interpersonal distance 1.5 m between occupants
TEACHING / TRAINING BUILDINGS (classrooms, laboratories)	<ul style="list-style-type: none"> Optimize classrooms, through adaptation works. Enable new spaces for classes. Redistribution of furniture and of classroom equipment.
PDI / PAS WORKS SPACES (offices, collaboration rooms)	<ul style="list-style-type: none"> New arrangement of jobs. Redistribution of furniture and of the room equipment.
COMMON SPACES (library, cafeteria, etc.)	<ul style="list-style-type: none"> New layout of the squares. Use of outdoor spaces. Redistribution of furniture and of the premises equipment.

These measures have taken into account compliance with the EVACUATION AND EMERGENCY conditions required in the applicable regulations.

Architectural plans are available at request.

19.1 CLASSROOMS AND TRAINING LABORATORIES

At the main entrance of the classroom you will be informed of the maximum occupancy capacity, not being able exceed this figure under any circumstances.

The layout of the furniture (desks and chairs) has organized to keep distance of interpersonal security required. It is not allowed to modify the arrangement of the furniture.

Students must sit, every day, in the same place, and in the marked squares (red dots).

While in the classroom the distance of at least 1.5 meters must be kept.

In the access to the classroom there have been located dispensers with alcoholic preparation base to be able to do hygiene of hands, at least when entering and exiting the classroom, and whenever necessary.

Information signs have been placed informing about interpersonal distance, hygiene of hands and respiratory hygiene.

Lid bins with pedal have been installed to throw tissues or any other disposable hygiene material.

For seminars, exhibitions, practice tests or exams, same recommendations will be followed in the classroom in in terms of distances, number of people assistants and other recommendations.

19.2 INDIVIDUAL WORK OFFICES

Its use will be priority and exclusive for people who have of individual offices.

The maximum capacity will be the one that allows to keep a safe distance. This distance has been marked on the pavement by installing physical visual media (red dot).

In individual work offices hydroalcoholic gel dispensers, disinfectants and disposable tissues have been placed.

19.3 SHARED WORK OFFICES

Appropriate measures have been taken to maintain a safe interpersonal distance, through the provision of work places and distribution of spaces and equipment of the room (furniture, shelves).

The maximum capacity will be the one that allows keep a safe distance.

This distance has been marked on the pavement by installing visual physical media (red dots).

In shared work offices hydroalcoholic gel dispensers, disinfectants and disposable tissues have been placed.

It is not allowed to modify the layout of the work spaces without prior authorization of the Department of Infrastructure and Services (infraestructuras@cunef.edu)

19.4 SPACES WITH DIRECT ATTENTION TO THE PUBLIC

In customer service areas, such as Concierge, Library, Academic Office, International Office and Office of professional opportunities, which did not have prior to screening, frontal protective screens have been installed. In addition, they will be taken into account the following considerations:

- Whenever possible, avoid contact direct with the public. To do this, departments or services with attention the public will prioritize and report on the telematic means available.
- It will be guaranteed in those places with customer service compliance of interpersonal distance.
- When applicable, they will take carried out measures to organize people waiting outside the buildings, and that must rigorously keep the 1.5 meters safety distance.

At the customer service counters a waiting line has been marked on the pavement, which should not be passed until his or her turn arrives, maintaining between users the safety distance.

Hydroalcoholic gel has been placed in all customer service counters available to the user.

The reception and security staff will inform visitors about the hygiene and prevention measures on the COVID-19 during the visit and will ensure its compliance.

19.5 STAFF CHANGING ROOM

As long as no new risks are generated due to contamination both at home as in transportation, workers must come already in uniform from their homes to avoid overlapping in the changing rooms at shift changes.

The occupation will be limited to the number of people to guarantee respect for the minimum distance interpersonal level of at least 1.5 meters.

Time slots may be established between each shift change, to avoid waiting and coincidences of workers from both shifts.

19.6 ELEVATORS

The use of the elevator will be limited to the minimum essential, **and stairs will be preferably used.**

It is recommended that the occupation be of one person or, if not, alloccupants must wear a mask and always without exceeding the marked capacity.

As far as possible, use the elevator only for **GOING UP.**

Its use will be a priority for people with reduced mobility, for cleaning staff or for the person carrying loads.

In case of waiting for the elevator, stand behind the line marked on the pavement.

In the internal elevators of buildings E and F an access control has been enabled (university card) for be able to press the call button, preventing its use by unauthorized personnel.

19.7 TOILETS

It is reported of the maximum occupancy capacity at the front door, this figure cannot be exceeded. Waiting shall be outside keeping the 1.5 meters safety distance.

The maximum occupancy will be 50% of the number of cabins and urinals, being necessary to maintain during use the interpersonal safe distance.

The provision of soap and toilet paper, in all the toilets of the university dependencies, as well as informational posters about how to perform proper hand hygiene.

19.8 TRAFFIC ROUTES, PASSAGEWAYS, CORRIDORS AND STAIRS

The stairs and corridors will always be circulated **to the right and in line, respecting the safety distance**. Both lanes of traffic have been signposted in the pavement.

Passage areas will be used during the minimum amount of time possible and avoid going from area to another, avoiding their use to other types of activities (conversations, etc.)

Doors will be kept open to access buildings and traffic routes (provided that this does not generate uncomfortable wind drafts).

Preferably, as long as a room has two or more doors, these will be differentiated for in and out circulation, thus reducing the risk of crowds. In the case of a single door, the rule of "let out before entering" will be established.

In the access areas to buildings, corridors and common areas dispensers of hydroalcoholic gels have been located.

19.9 LIBRARY

The maximum occupancy capacity is reported at the front door; this figure cannot be exceeded.

In access areas and points of contact with the public, hydroalcoholic gel dispensers have been located.

Marks have been set on the pavement that indicate people who address library loan stations, where they have to stand to respect the minimum safety distance.

Computers may be used and computer resources of the library intended for public use by students, as well as public access catalogs online or token catalogs.

The materials that have been loaned must be isolated for a minimum period of three days, before being used again.

19.10 CAFETERIA AND DINING ROOM

The maximum occupancy capacity is reported at the front door; this figure cannot be exceeded.

At all times it must be ensured to keep the interpersonal security distance of 1.5 meters between users or, where appropriate, between customer groups located on the bar or between tables.

In the access area, bar line and microwave zone hydroalcoholic gel dispensers or disinfectants have been located to ensure correct hand hygiene of all users.

Protective screens have been installed, partitions or protection panels between service personnel and users.

Marks have been affixed to the pavement to indicate people who go to their service area, where they have to stand to respect the minimum safety distance.

Tables and chairs have been arranged for the compliance with the safety distance.

Bins have been installed, with lid and pedal, to be able to deposit tissues and any other disposable hygiene material.

More outdoor areas of the building have been enabled to expand space and support the cafeteria and restaurant.

The following prevention measures have also been adopted:

- Payment by card or other means that do not involve physical contact will be encouraged.
- The use of disposable tablecloth will be prioritized. In the event that this is not possible, the use of the same tablecloth among different clients should be avoided, or opting for materials and solutions that facilitate to change them between services and therefore be washed in mechanical washing in cycles between 60 and 90 degrees centigrade.
- Try to avoid the use of playing card, promoting the use of own electronic devices, whiteboards, posters or other similar media.
- The auxiliary elements of the service, such as tableware, glassware, cutlery sets or tablecloths, among others, will be stored in closed rooms and, if this is not possible, far from areas of passage of clients and workers.

- The use of disposable products will be prioritized, for napkin dispenser, toothpicks, oil cans and other similar utensils.

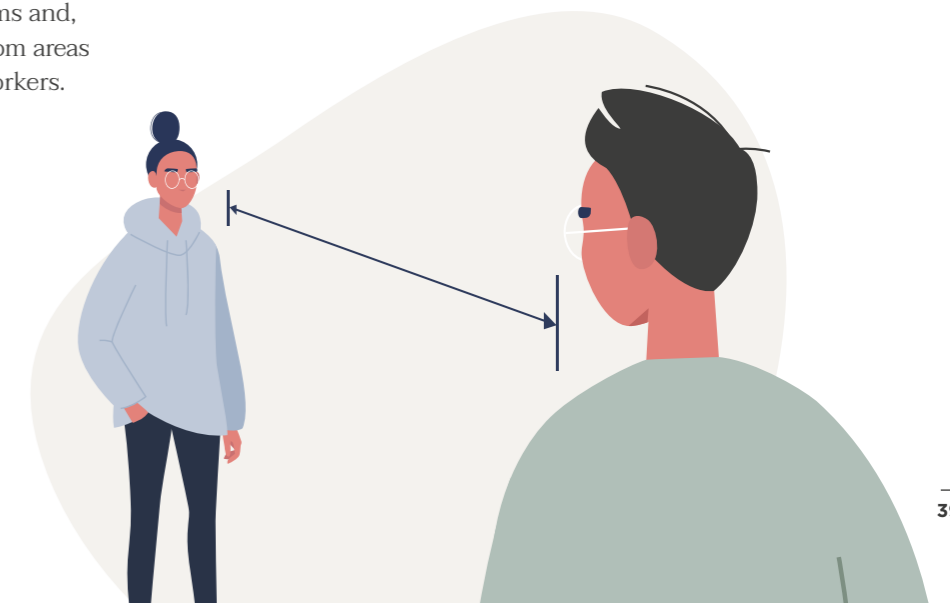
- In the self-service area, avoid direct manipulation of products by users, so the outsourced company employee will provide the service except in the case of prepackaged products.

- The waiter who performs the service in table and bar will seek the security distance with the user and always applying hygiene procedures and necessary prevention to avoid risk contagion. In any case, always the use of the mask will be mandatory.

19.11 OUTDOOR SPACES

In the outdoor spaces **the distance between people of at least 1.5 meters** will remain.

To avoid crowds of people, the "Smoking Area" has been expanded towards the side of Building C (up to the vending machines).



20. Organizational measures

To guarantee collective and individual protection measures, some have been carried out, to avoid the risk of crowds of people* in the different spaces on campus.

Organizational measures taken to avoid the risk of crowds of people

STUDENTS

- The entry and exit times are being controlled, for both, to access the campus and classrooms.
- Different routes have been implemented to avoid crossings and crowds.
- Students have been split between morning and afternoon shifts in a balanced way so that they do not exceed the capacity of the classroom.
- Movement of groups of students has been reduced to a minimum through the center, making it easier for professors to attend face to face classes.
- Small and stable student groups have been established.

STAFF

Persons responsible of all the different services and departments must organize their work to guarantee social distancing. In order to do so, the following measures have been in place:

- Control entry hours.
- Establishment of shifts for breaks and meals.
- The rotation of tasks and team stability will be favored.

* It is considered that there is a risk of coincidence of crowds when there is no reasonable expectations that minimum safety distances are respected, particularly at the entrance and exit of the Campus, considering the probability of massive coincidence of students and staff.

Security staff will ensure that the social distance (1.5 mts) is respected and will avoid large groups and agglomerations, paying special attention to the common walking areas, elevators, stairs and outdoor spaces of the campus.

20.1 MEETINGS AND TEAMWORK

Face-to-face meetings and work in groups can be held if it is maintained **the safety distance of 1.5 meters**. If this is not possible, it is recommended to hold these meetings **electronically** or through **video conferencing**.

The maximum capacity of the office or meeting room must be respected.

Students must follow these same criteria in case of having to carry out work in group and meetings.

20.2 HOLDING SEMINARS AND SCIENTIFIC, ACADEMIC, OR INNOVATIVE CONGRESSES

Congresses meetings, events and seminars will be allowed, in the scientific and technical research field, the development and innovation, provided that are aimed at improving and expanding the knowledge, development, innovation to promote research, promote the transfer of knowledge or promote innovation and competitiveness.

These events must comply with the **required physical distance obligations, 1.5 meters**, and should be encouraged non-presential participation of those who can provide their activity remotely.



Attendees must be seated and maintaining security distance, except for the type of activity that does not allow it, in which case the use of a mask will be mandatory.

The doors will be opened with sufficient notice to allow a staggered access, having to set time bands for access. The exit of the public must be by zones, guaranteeing the distance between people.

The following prevention measures:

- Paper documentation will not be delivered.
- The grouping of cohabitants will be facilitated, keeping the proper safety distance with the rest of the spectators.
- The provision of complementary services is allowed such as catering or similar. No cloakroom service will be provided.
- Activities will be limited to the shortest time possible.

To ensure that the development of these activities is carried out in safe conditions, information will be sent by email to reservas@cunef.edu or infraestructuras@cunef.edu

20.3 CELEBRATION OF EVENTS AND OTHER NON-ACADEMIC EVENTS

During the academic year 2020/2021 these activities may not be carried out, as well as any other event destined to the public other than those mentioned in the previous section, without prior authorization of CUNEF's General Director.



20.4 VISITS

As a first action it is recommended to make these **appointments online**, as well as avoiding displacement of our workers to other facilities. Otherwise, the following actions should be taken:

Preferably one person will visit our campus, instead of a family unit or business unit, always keeping the distance security of 1.5 meter.

Group visits maximum will be 25 people depending on the room capacity that should never be exceeded.

To use common spaces, please, contact reservas@cunef.edu for disinfection of the spaces.

Modifying the layout of furniture or equipment is not allowed without prior authorization from the Department of Infrastructures and Services (infraestructuras@cunef.edu).

People who come to visit must be registered in Control-Security, so that in case of a possible infection they can be contacted.

People access other will be restricted to the action area inside the facilities, trying to limit their movements for the rest of the areas of the Campus.

Staff attending meetings outside campus (to other companies facilities) should follow the indications of those companies.

20.5 PROVIDERS

Companies that provide services to CUNEF must adopt the general measures that are established in this plan, and develop a specific according to current legislation.

CUNEF staff who develop activities in external companies, must follow the protocol established in such entities. This staff will be provided the necessary protection to perform their tasks.

Any questions or queries regarding the application of the protocols in external entities please, contact infraestructuras@cunef.edu

21. General preventive measures

- Comply with the prevention measures adopted at CUNEF.
- Respect the interpersonal distance of at least 1.5 meters.
- Respect the existing signs in the facilities.
- Avoid crowds as much as possible, especially in common spaces.
- Respect the established shifts.
- Do not exceed space capacity.
- Use a mask whenever it cannot be guaranteed the safety distance of 1.5 meters.
- Do not use of gloves.
- Put into practice sanitary measures:
 - Frequent and correct hand washing.
 - When coughing or sneezing, cover your mouth and nose with your flexed elbow.
 - Avoid touching your eyes, nose and mouth.
 - Use tissues.



Preventive measures against Covid-19

FOR YOUR HEALTH AND OURS
COMPLY WITH THE STANDARDS ADOPTED IN CUNEF



Avoid touching your eyes, nose and / or mouth



When coughing or sneezing, cover your mouth and nose with your flexed elbow



Frequent and correct hand washing



Use disposable tissues



Maintain the interpersonal distance



Use of masks is mandatory



Avoid crowds



Deposit hygienic waste in litter bins



DO NOT COME TO CAMPUS

- IF YOU PRESENT SYMPTOMS OF THE DISEASE
- IF YOU ARE IN ISOLATION OR QUARANTINE FOR THE ILLNESS, OR BY CLOSE CONTACT WITH CONTAGATED PEOPLE

If you start to notice symptoms of the disease on campus, extreme the precautions and contact the Covid-19 helpline

900 102 112

22. Specific preventive measures according to groups

22.1 STUDENTS

The **GENERAL PREVENTIVE MEASURES** in section number 21 of this document must be taken into consideration.

- **There should be orderly access to classrooms**, avoiding crowds, and keeping a distance of at least 1.5 meters in the access line.
- **The interpersonal distance of 1.5 meters will always be maintained inside the classroom.** In case it is not possible to maintain a safety interpersonal distance, the use of a protective mask will be mandatory, except in the cases contemplated in current regulations.
- **It is recommended not to share class supplies**, such as pens, calculator, computer, and other elements with the rest of the colleagues, ensuring otherwise a thorough cleaning.
- **Sit in the same place during the entire day.** The position of the square has been marked on the furniture and on the pavement where the student should sit to keep the interpersonal safety distance (Red point).
- **You should avoid getting up or wandering around the classroom**, or only when it has been indicated that you can do it.
- **Use disposable tissues** as a preventive measure (these used tissues should be deposited in the pedal bin located in the classroom).
- **Avoid staying at corridors and walking areas to engage in conversation**, use of outdoor areas is preferable.
- **Eating inside the classroom is prohibited.**



22.2 TEACHING AND RESEARCH STAFF

The **GENERAL PREVENTIVE MEASURES** in section number 21 of this document must be taken into consideration.

Please **keep the safety distance of 1.5 meters to other people**, including CUNEF students and staff.

All personnel who, for reasons of their work, have to carry out their teaching activity and researcher in other work centers different from CUNEF, must follow the preventive measures adopted in the companies involved.

IN THE CLASSROOMS

- Use the hand sanitizer located in the classroom, especially at the entrance and exit.
- While teaching the classes, the safety distance of 1.5 meters will be maintained, and if this is not possible, a protective mask will be used.
- Hand hygiene should be done before and after contact with the student.
- Develop the session in an organized manner, trying to encourage students not to get up or wander around the classroom.
- Try to minimize the time for change of shifts between classes, to favor cleaning staff disinfecting the furniture and equipment of the faculty.
- The professor will collaborate with the rest of the staff to prevent them from forming crowds at the classroom doors.
- Use the speaker equipment installed in the classrooms so as not to force the volume of your voice and ensure a good sound volume when wearing a mask.

DEPARTMENTS

- Both at the entrance and at the exit, sanitizer dispensers must be used.
- In relation to colleagues, a safety distance of 1.5 meters will be maintained and if this is not possible; a protective mask will be used.
- Material and equipment sharing must be avoided otherwise after use, it must be cleaned with a sanitizing solution.

ONE ON ONE SESSION

- Preferably use online or telephone. In of Face to face sessions the safety distance of 1.5 meters will be maintained and if such distance cannot be guaranteed, a mask will be used of protection.

22.3 ADMINISTRATION, IT, LIBRARY, AND OTHERS

The **GENERAL PREVENTIVE MEASURES** in section number 21 of this document must be taken into consideration.

- **In relation to colleagues, keep a safe distance of 1.5 meters** and if this is not possible a protective mask will be used.
- **Sharing material and equipment will be avoided as much as possible** and if not, after use, they should be cleaned with a disinfectant solution.
- In general, **it is recommended to sanitize your hands, at least once every hour** and always after entering contact with commonly used equipment such as: copier, printer, scanner, etc.
- **Workspaces should be ventilated** by opening doors and windows whenever possible. The more the better (in an office, for example, the air is completely ventilated and renewed of its interior in 10 minutes while having doors and windows opened). In those spaces that do not have a window, try to keep the door open.
- **Avoid using hallways and walking areas**, if you need to have a conversation, please use an individual office.

22.4 CONCIERGE STAFF

The **GENERAL PREVENTIVE MEASURES** in section number 21 and 22.3 of this document must be taken into consideration.

In addition, it will be ensured that the protection standards are followed by all users.

The work uniform during the workday will be washed and disinfected daily in complete mechanical cycles of 60-90°C.

22.5 MAINTENANCE STAFF

The **GENERAL PREVENTIVE MEASURES** in section number 21 of this document must be taken into consideration.

It will be ensured that the distance between people is always, at least 1.5 meters. When this is not possible, the service It should be done by fewer people.

The areas where works maintenance tasks are taking place will be limited to avoid interference with other users.

There will be a daily cleaning of all work teams (tools and machines) with disinfectant solutions. It is advised that such cleaning be carried out at the end of the workday, being responsibility of each person to perform this task with the tools used.

The work uniform during the workday will be washed and disinfected daily in complete mechanical cycles of 60-90°C.

23. Case management

23.1 STUDENTS

When a student initiates symptoms or these are detected by the staff, **the student will be escorted to a separate room** conditioned for this purpose that has adequate ventilation and a pedal bin with bag, where mask and disposable tissues must be thrown.

A surgical mask will be provided to the student and to the staff.

The Community of Madrid (telephone 900 102 112) will be contacted immediately and the indications of the health authorities will be put in place. Face-to-face activity at the university center cannot be resumed until the medical situation is assessed by a healthcare professional. The board of Directors of CUNEF will be informed.

In the case of student being seriously ill or has difficulty to breathe, 112 will be called.

The necessary measures will be taken to prevent other people's access to the area where the person with symptoms has been and will proceed to the cleaning and disinfection.

The isolation room is in the Control Building.

23.2 TRABAJADORES

When a staff member initiates symptoms, **the person will be escorted in a separate room** with the adequate ventilation and a pedal bin with bag, where to throw the mask and disposable tissues.

A surgical mask will be provided for the person and another for the staff.

The Community of Madrid (telephone 900 102 112) will be contacted immediately with the corresponding Prevention Services of Labor Risks, having to abandon the work premises until the medical situation is assessed by a healthcare professional.

The board of Directors of CUNEF will be informed.

In the case of perceiving that the staff is in a **serious situation** or has difficulty to breathe, **112 will be called.**

The necessary measures will be taken to prevent other people's access to the area where the person with symptoms has been and will proceed to the cleaning and disinfection.

It is the duty of the Public Health Department, in coordination with Primary Care and Occupational Risk Prevention, when it is working personnel, to organize the contact study of positive cases.

The isolation room is in the Control Building.

24. Cleaning, disinfection, and ventilation protocol at CUNEF facilities

Transmission of the coronavirus can occur by being into direct contact with an infected person, either touching surfaces or objects contaminated. For this reason, **special emphasis has been placed on cleanliness, disinfection, and ventilation of campus spaces** as first measures of action against the virus.

The cleaning and ventilation measures listed in this cleaning protocol, disinfection and ventilation are framed in the recommendations of the Ministry of Health, Ministry of Universities, Counsel of Health, Counsel of Education and Youth of the Community of Madrid, and in Law 31/1995, of 8 November, on Occupational Risk Prevention, which establishes preventive and hygiene measures against COVID-19. These measures will be updated according to the guidelines and recommendations established by the health and education authorities, and competent bodies.

These preventive hygiene measures are of a general and basic nature, and will be adapted to each particular situation and space: installation, frequency of use, occupation, activity.

To guarantee a **high level of hygiene in the facilities**, prior to the return of staff, a **total disinfection of all spaces of the campus** are done. A CERTIFICATE OF DISINFECTION OF ALL THE FACILITIES OF CUNEF is available at request.

With the beginning of the face to face classes, **we will proceed to increase and maximize the cleaning of workplaces and surfaces.**



24.1 GENERAL HYGIENE MEASURES

Sanitizing gel dispensers have been located in the specific areas of the Campus with hydroalcoholic gels or disinfectants, authorized and registered by the Ministry of Health for cleaning hands, or when this is not possible, soap and water. For this purpose, they have been located in the following university areas:

- At the entrances to buildings and Parking.
- Meeting rooms.
- Public Service Spaces.
- Cafeteria and outdoor terrace.
- Hall and Common Transit Spaces.
- Staff Offices.
- Toilets.
- Classrooms and training spaces.

Its replacement will be reviewed daily.

Litter bins have been installed, with lid and foot pedal, to toss tissues and any other disposable hygienic material in the following areas of the university:

- Classrooms
- Toilets
- Cafeteria
- Common areas

The bins should be cleaned frequently, and at least once a day.

The cleaning and disinfection of the facilities will be, at least twice a day and with suitable products, being reinforced in those spaces that require it.

- One of the cleanings will be carried out at the end of the day.
- Another cleaning will be mandatorily arried out at noon, in a break where the change of shift of students and staff takes place.

Special attention will be paid to objects and surfaces that are frequently touched by several people.

Cleaning, disinfection and ventilation procedures will be more frequent in the following facilities: classrooms (between classes, and shift changes), service offices, dining rooms after each service, changing rooms, toilets and other spaces with a greater people flow.

In cleaning and disinfection, the following aspects will be considered:

- List of all spaces (classrooms, offices, cafeteria,) equipment and surfaces to be cleaned and disinfected.
- Frequency of cleaning and disinfection of each space with their schedules.
- The products used: cleaners, detergents, etc.
- People designated to each cleaning area.

Periodic ventilation tasks will be carried out in the facilities, at least **daily and for a period of 5 minutes or 10 minutes** if the room was occupied.

It is recommended to keep the spaces well ventilated, opening doors and windows to allow the entry of clean and renewed air. The staff of each office will be responsible for adopting this measure, being able to assign this task to the janitors and cleaning staff for the rest of the common spaces.

A sufficient supply of cleaning and disinfectant products will be stocked to be able to undertake the daily reinforced sanitation tasks. Products used for this purpose will be those authorized by the Ministry of Health.

We will take care of a correct protection of the personnel in charge of the cleaning. All tasks must be performed with masks and gloves.



24.2 SPECIFIC HYGIENE AND CLEANING MEASURES

24.2.1

CLASSROOMS AND TRAINING LABS

Cleaning and disinfection will be carried out daily, and, between classes and shift changes.

Cleaning and disinfection of the classroom furniture (desks, chairs, blackboard, computer,) and in general of all elements of frequent use.

Manual ventilation of the classroom will be performed before the class starts, and after each shift, 5 minutes before the class starts and 10 minutes if the space was occupied (between classes).

24.2.2

WORK OFFICES

Cleaning of telephones (landlines) will be reinforced, keyboards, drawer handles, keypads, computers, photocopiers and in general of **any element that is frequently used** or have contact with the employee. To facilitate these tasks, the employee will consider the importance of clearing the work area as much as possible.

All people will be encouraged to keep their personal belongings clean, as well as shared objects and surfaces.

Employees will be asked, at the beginning of each working day or shift change, **to ventilate the offices for at least 5 minutes.**

In the working areas shared by more than one person, their desk will be cleaned and disinfected after the completion of each use

or shift, and at the end of the day, with special attention to furniture and other objects.

A full disinfection of each work office will be carried out, at least once a month.

24.2.3

LIBRARY

At the entrance of this area, a container with individual single-use wipes disinfectants is located, so that each user can sanitize their study station or reading before each use.

A full disinfection will be carried out, at the end of the library service.

Manual ventilation of the room before the opening of the premises, for at least 10 minutes will take place.

24.2.4

CAFETERIA AND DINING ROOM

During the service, a reinforcement of cleaning and disinfection of surfaces and furniture will take place, as well as the ventilation after each service.

Special attention will be paid to microwaves, tables after each service, and the rest of the equipment and utensils which have had contact with the user, to ensure that they are used in hygienic safe conditions.

A full disinfection will be carried out at the end of the service.

The use of disposable products will be prioritized, for napkin dispenser, toothpicks, oil cans and other similar utensils, the formats of such products should be of one-use or disposable, under CUNEF's petition.

The auxiliary elements of the service, such as tableware, glassware, cutlery sets or tablecloths, among others, will be kept far from areas of passage of clients and workers.

The use of disposable tablecloth will be prioritized. In the event that this is not possible, the use of the same tablecloth among different clients should be avoided, or opting for materials and solutions that facilitate to change them between services and therefore be washed in mechanical washing in cycles between 60 and 90 degrees centigrade.

The water fountain will only be used for filling containers. The manual button will be blocked and only the pedal will operate the water fountain.

All users, before accessing the Cafeteria area must carry out a hand disinfection.

24.2.5

TOILETS

They will be cleaned and disinfected hourly, and at least 6 times a day.

Cleaning of taps, toilets, cabin and doorknobs will be done frequently.

Frequently touched surfaces such as the sink and toilets will be cleaned with disposable material.

24.2.6

COMMON AREAS

All objects and surfaces in transit areas will be cleaned and disinfected regularly.

24.2.7

OUTDOOR AREAS

Outdoor areas will be cleaned as usual, and disinfection is not required.

Outdoor furniture will be cleaned and disinfected: benches, water fountain, doorknobs buildings, terrace furniture, access turnstiles, etc.

Cleaning will be, at least, daily and with suitable products. The paper bins located outside will be cleaned frequently, and at least twice a day.

24.3

PREVENTIVE MAINTENANCE OF THE FACILITIES AND CLEANING AIR FILTERS OF CLIMATE EQUIPMENT

Although all preventive maintenance work on the devices and equipment is still being carried out for proper operation, **a full review of all systems after the period of inactivity has been done.**

In addition, as a complementary measure, **a cleaning of all the air filters of the air conditioning system and there has been an increase in the ventilation level of the air conditioning systems** to renew the air more regularly. This allows to maintain good air quality, since the lack of fresh air favors the transmission of the virus.

The indoor air recirculation function of the air conditioning equipment should not be used.

A **CLEANING CERTIFICATE OF THE FILTERS OF THE AIR CONDITIONING** is available at request.

25. Waste Management

Ordinary waste management will continue to be carried out as usual, according the waste separation of products.

It is recommended that the tissues used by the staff for the drying of hands or for the compliance with the "respiratory label", are discarded in covered, pedal-operated bins. Pedal-operated bins have placed in all toilets and classrooms.

If a staff member shows symptoms while on his or her workplace, it will be necessary to isolate the container / bin where he or she have deposited used tissues or other products. That garbage bag must be removed and placed in a second garbage bag, with proper sealing, for its later deposit in the proper container.

Thank you for your cooperation

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Excellence,
future, **success.**
