

Covid-19 Prevention Plan

Academic Year 2020-2021

October 26th, 2020

1. Introduction

The situation generated by the evolution of the COVID-19 outbreak has made necessary the adoption of extraordinary measures to prevent the spread of the virus which are inevitably having an important impact on society. In response to this health situation, BEBS decided to establish various measures and protocols with the aim of containing the spread of the virus.

BEBS is regularly carrying out an analysis of the situation, as required by a variable scenario like the one we are living in. We are constantly following the evolution of COVID-19 and adopting all the necessary measures so that our students, professors and employees can operate safely, without incidents and with the appropriate service.

The following preventive measures, which will be adapted to the evolution of the pandemic, are in line with the latest guidelines of the Ministry of Health, the Regional Ministry of Health of Catalonia and, especially, the document called *Recomendaciones del Ministerio de Universidades a la Comunidad Universitaria para adaptar el curso universitario 2020-21 a una presencialidad adaptada* (in English, "Recommendations of the Ministry of Universities to the University Community to adjust the 2020-21 university course to an appropriate attendance", updated version of August 31st, 2020).

With the aim of preventing and responding to the possible appearance of cases of COVID-19, this Plan describes the series of organizational and technical measures, both for general and individual protection that have been implemented. The Plan is designed to have a dynamic approach and will be updated at any time in accordance with the regulations and guidelines set by the health and education authorities.

It is everyone's responsibility to contribute to the strict enforcement of prevention and safety, aimed at controlling and reducing the transmission of the COVID-19 in our environment.

2. Purpose

The purpose of this Prevention Plan is to establish the preventive measures necessary to ensure the safety and health of people in the areas of the school and prevent the spread of COVID-19 among their staff and other community members.

3. Responsibilities

It is an obligation of all members of the BEBS community to contribute to the strict compliance with the established prevention and protection measures.

The entire community is also urged to adopt in all professional and personal areas the health measures recommended by the competent public authorities and to comply with all their aspects with the restrictions imposed by the government, in order to minimize the risk of spread.

4. General preventive measures

Firstly, regarding face-to-face classes, as long as the Government does not modify or remove social restrictions, the staff must act in accordance with the instructions received by the competent authorities.

In this sense, the hygiene and prevention measures presented have been updated as foreseen in the latest version of the document called *Procedimiento de actuación para los Servicios de Prevención de Riesgos Laborales frente a la exposición al Sars-CoV- 2* (in English, “Operating Procedure for the Occupational Risk Prevention against exposure to Sars-CoV-2”, October 7th, 2020).

5. Organizational measures

- The school is generally open from 9:00 a.m. to 8:00 p.m, from Monday to Friday, which will be extended only to cover classes and other academic activities scheduled on campus.
- The use of the mask will be compulsory for everyone who accesses the campus. However, the use of gloves is only required for cleaning tasks.
- It shall be ensured that all workers and students have at their disposal at the workplace and classrooms hand sanitizer gels.
- In general, a distance of at least 1.5 meters should be maintained in all the spaces of the school, avoiding crowding.
- Face-to-face classes will be held with a safe distance between people of at least 1.5 meters.
- Only members of the educational community will have access to the school. Entrances and exits must be arranged in an efficient way to ensure a distance of at least 1.5 meters.
- Student support services will preferably be provided by email or phone.

6. Rules for the use of other spaces

Shared offices or services. We will seek to ensure the minimum safe distance of 1.5 meters. In any case, the use of masks is always mandatory.

Classrooms. The chairs will be rearranged to ensure the recommended distance of at least 1.5 meters between students.

Restroom. The restroom will be accessed individually, avoiding crossing with other people in the common areas.

Any doubts regarding the application of these rules will be addressed to our team, that you can contact by email at wellbeing@bebs.org.

7. Collective protection measures

When entering the building. Any person entering the campus must first wipe their shoes on the carpet they will see at the entrance. Then it is necessary to use the hand sanitizer available and wait for a designated staff person who will test the temperature.

Ventilation. The ventilation frequency will be increased, giving priority to natural ventilation rather than mechanical one. In the first case, the doors will be opened frequently by the people responsible for those spaces, and in the second case, the maintenance and cleaning of the components of the ventilation system will be intensified.

Individual protection measures.

- Self-check

All workers and students who come to the school must self-check at home for the absence of any of the following symptoms: fever $>37^{\circ}\text{C}$, dry cough, sore throat, difficulty swallowing, difficulty breathing, loss of smell and taste, chest pain, speech or move difficulties. If you have any of these symptoms, you must not come to the school.

Similarly, if symptoms occur during your time at BEBS, you must leave the campus immediately, avoiding contact with other people, and call 061.

- Reinforcement of personal hygiene measures

Everyone must follow some personal hygiene measures with the aim of reducing the risk of exposure to contagion, such as:

- Frequent hand washing with soap and water and drying with disposable paper or hydroalcoholic solutions.

- When coughing or sneezing, cover your mouth and nose with your elbow.
- Avoid touching your eyes, nose and mouth.
- Refrain from making greetings that involve physical contact (handshaking, hugs, kisses, etc.).

8. Provision of personal protective equipment (PPE)

- It will be ensured that all workers and students have a mask at the entrance, providing hygienic masks to those who require it.
- Hydroalcoholic gel will be available in all common spaces.
- Likewise, in all departments where there is more than one person, a disinfectant spray and disposable paper will be made available to the staff for cleaning the work equipment (printers, phones, computers, etc.) when necessary, and for sanitizing their own workstation, which is recommended at the beginning and end of the day.

9. Cleaning of school spaces

The company in charge of the cleaning service will carry out its work by adopting the following hygiene measures:

- Multi-surface bactericidal cleaner will be used to help ensure proper cleanliness and hygiene in all areas of the school.
- Two cleanings will be carried out daily, in the morning before the classes and in the evening, with special attention to doorknobs, desks, furniture, floors and telephones.
- A periodic verification of the availability of the necessary resources for personal hygiene (soap and hydroalcoholic gels) in all areas of the school will be carried out.

10. Plan updates

As indicated in section 1, this Plan is meant to have a dynamical character and will be updated according to government guidelines and recommendations from health and education authorities.

Any update of the current Plan will be notified by email.

11. Consulted documentation

- *Recomendaciones del Ministerio de Universidades a la Comunidad Universitaria para adaptar el curso universitario 2020-21 a una presencialidad adaptada* (June 10th, 2020, updated version of August 31st, 2020)
- *Procedimiento de actuación para los Servicios de Prevención de Riesgos Laborales frente a la exposición al Sars-CoV-2* (October 7th, 2020)