

 UNIVERSITAT ROVIRA I VIRGILI	Internal action protocol of the Universitat Rovira i Virgili in response to the activation of the coronavirus SARS- CoV-2 (COVID-19) health alert	Code: PNT-SARS-CoV-2 Edition: 0 Date: 10/03/2020 Page: 1 of 15
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**Internal action protocol in response to the activation of the coronavirus SARS-Cov-2 health alert  
(URV.L18.06.05)**

**Written by**

**Approved by**

**Committee for Monitoring and  
Taking Action on COVID-19**

**Rector**

**Date: 10/03/2020**

**Date: 10/03/20**

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### List of changes

No.	Description

## 1. Introduction

The URV has set up a committee (Committee for Monitoring and Taking Action on COVID-19) which is responsible for advising the rector, monitoring the health alert caused by SARS-CoV-2 (hereinafter, COVID-2019) and proposing and ensuring that the recommendations made by the health authorities are implemented in the URV and its Foundation (hereinafter, FURV).

The Committee for Monitoring and Taking Action on COVID-19 was constituted on 2 March 2020, is chaired by the Rector and is made up of the following members of the university community:

- The Rector (as rector of the URV and president of the FURV).
- The URV's General Manager.
- The Dean of the Faculty of Medicine and Health Sciences (hereinafter, FMCS), who is the URV's spokesperson with the health authorities and the health centres involved with the URV community.
- The Head of the Legal Office, secretary of the committee.
- The Vice-Rector for Students and Employability.
- The Vice-Rector for Internationalisation.
- The Head of the Rector's Bureau.
- The Head of the Bureau for Communication and Marketing.
- The Director of the Centre for Hispanic Studies.
- The Head of the Office for Occupational Risk Prevention (OPRL)

The Committee can invite other university officers and staff to the meetings should they deem it necessary for the issues that are being discussed.

## 2. Purpose

The purpose of this protocol is to define the internal procedure that the URV and the FURV will adopt in response to the health alert caused by coronavirus SARS-CoV-2 (COVID-19) in line with the proposals made by the health authorities and adapted to its needs.

This protocol will be subject to constant review in response to new developments, new information and the instructions received from the competent authorities.

### 3. Scope

The present protocol applies to the whole university community and the activities carried out by the URV and the FURV.

### 4. Definitions

**Coronavirus SARS-Cov-2 (COVID-19):** coronavirus SARS-CoV-2 is a new type of coronavirus that can affect people and which was detected for the first time in December 2019 in the city of Wuhan, province of Hubei, in China. In 80% of cases it only produces mild respiratory symptoms.

**Committee for Monitoring and Taking Action on COVID-19:** the committee that advises the Rector and monitors the measures established in this protocol as well as any new developments.

**University community:** any member of the student body, the teaching and research staff and the administrative and service staff, as well as all FURV personnel according to the definition in the URV Statute.

**Preventive measures:** all measures that are implemented with the safety and health of people in mind and with the intention of preventing greater harm.

**Activity leader:** any URV or FURV worker who leads an activity (for example, a researcher or principal investigator, a thesis supervisor, a tutor, etc.).

**Reference units:** URV or FURV units that manage or advise the university community on aspects of this protocol and its application. These units are advised by the Committee for Monitoring and Taking Action on COVID-19, with the OPRL acting as intermediary.

**Risk zones:** zones where there is evidence of the community transmission of SARS-CoV-2 (COVID-19) identified by a competent authority. You can check the risk zones identified to date at the following website: [Link to risk zones](#)

### 5. Principles

The University will adopt the measures recommended in each case by the competent authorities in accordance with the following principles:

5.1. The recommendations of the health authorities and emergency authorities and personnel will always be followed.

5.2. Measures will be adopted and implemented in accordance with the principle of proportionality and with the utmost respect for individuals, prioritizing the principle of precaution.

5.3. Every effort will be taken to avoid provoking undue alarm and to provide accurate, uniform and transparent information through a section of the URV's website ([www.urv.cat/coronavirus](http://www.urv.cat/coronavirus)) which will be continually updated.

5.4. Any disclosure of personal data as a result of the process of managing alerts must be treated in accordance with the applicable legislation, the indications of the URV's data protection delegate, and the principles and regulations governing personal data protection.

## 6. Competent bodies

6.1. The Committee for Monitoring and Taking Action on COVID-19 was set up to advise the Rector on all issues pertaining to adopting and monitoring the measures contained in this protocol.

6.2. The rector of the URV, acting on the advice of the members of the Committee for Monitoring and Taking Action on COVID-19, is the only authority at the URV with the capacity to make decisions on the application of the measures contained in this protocol in accordance with the instructions received from the health authorities (Department of Health of the Catalan Government and Spanish Ministry of Health) and other competent authorities.

6.3. The Rector of the URV, or the person/s appointed by the Rector in each case, is the only spokesperson for the URV and the FURV in matters related to this protocol, both internally (with members of the university community and its governing bodies) and externally.

6.4. The Bureau of Communication and Marketing, advised by the members of the Committee for Monitoring and Taking Action on COVID-19, is the unit responsible for informing the URV community, for liaising with the media, for keeping the channels of communication updated and for determining which information should be posted and updated on the website and the social media that the rector believes to be important.

6.5. In coordination with the Head of the Bureau of Communication and Marketing, the Rector can delegate another spokesperson to inform the media

6.6. Since the measures adopted will depend on the recommendations of the health authorities, the rector has appointed the Dean of the Faculty of Medicine and Health Sciences (FMCS) (also a member of the Committee for Monitoring and Taking Action on COVID-19) as the spokesperson to liaise between the health institutions and the URV/FURV. This member of the Committee will be responsible for transmitting information between the health institutions and the Committee.

The Dean of the FMCS will be in direct contact with the Rector and the Head of the OPRL so that they can decide whether to convene the rest of the members of the Committee to take the decisions they deem to be appropriate



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6.7. The URV's Office of the General Manager will manage all issues relating to suppliers, central services and the administrative and service staff.

6.8. In general, the OPRL is the unit that will centralise all consultations from the reference units and the university community, and will be responsible for giving a response in accordance with the protocol. It will be advised by the members of the Committee for Monitoring and Taking Action on COVID-19. The contact email [opreencio@urv.cat](mailto:opreencio@urv.cat).

## 7. General recommendations

These recommendations have been taken from the website of the Health Department of the Catalan Government and it is subject to permanent revision. If you wish to consult the website directly, click on the following link:

[Link to the website of the Health Department of the Catalan Government](#)

To prevent the virus from spreading, apply the general protection measures of all respiratory diseases:

1. Wash your hands frequently (with water and soap or 70% alcoholic solutions), particularly after you have been in contact with sick people or their environment.
2. Cover your mouth and nose with paper tissues or the inside of your elbow when you cough or sneeze, and immediately wash your hands (with 70% alcoholic solutions, or water and soap).
3. Avoid close contact (keep a distance of at least two metres) with people who have an acute respiratory infection and are coughing, sneezing or expectorating. Do not share personal belongings.
4. Avoid sharing food, cutlery, glasses, napkins, handkerchiefs and other objects without carefully cleaning them.

In **annex 3 and 4** you will find information about good practices and good habits, which we need to integrate into our daily lives.

Anyone from the university community who believes they might be infected by coronavirus SARS-CoV-2 (COVID-19) should ring 061 for the appropriate instructions.

## 8. Measures adopted while the health alert is active

The health authorities will determine which zones are considered to be at risk and will give the corresponding information on the page about areas of community transmission on the website of the Ministry of Health:

[Link to risk zones](#)

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For as long as the COVID-19 SARS-CoV-2 health alert is active, the following measures must be taken:

## 8.1. URV and FURV staff travel

8.1.1. In response to the recommendations of the Ministry of Health, and only for the duration of the health alert, any URV or FURV employee who wishes to travel to risk areas on university business will require express written authorization from the Rector, or her duly appointed representative, which must be requested in writing with the approval of the respective department director or person in charge in the case of administrative and service staff, and FURV employees.

8.1.2. URV or FURV employees who travel to risk areas and who are not affected by confinement or quarantine measures must follow the recommendations issued by the health authorities and the host institutions.

The URV's International Center will provide them with all the help they may need ([mobility@urv.cat](mailto:mobility@urv.cat)).

8.1.3. Employees are responsible for seeking the necessary authorizations in each case for all travel.

While we are on health alert, the heads of university departments and units must send the Department of Human Resources a list of the employees they are responsible for who are away on business. They must also state which country they have gone to. This information should be sent to [srh@urv.cat](mailto:srh@urv.cat) or [furv@fundacio.urv.cat](mailto:furv@fundacio.urv.cat).

8.1.4. All URV staff who travel abroad and find the host university closed for reasons of the SARS-CoV-2 (COVID-19) must comply with the instructions they are given by the host university. They must inform their immediate superior at the URV who, in turn, will inform the International Center at the email address [mobility@urv.cat](mailto:mobility@urv.cat).

## 8.2 Student travel

8.2.1. Those students who have been in risk zones and who are involved in the health sciences and work experience in health centres must guarantee that at least 14 days have passed since they got back to the URV and that they do not have the COVID-19 symptoms before they can return to their daily activity.

Those students who have been in risk zones but are not involved in work experience in health centres can return to their normal academic activity in the terms indicated by this protocol as long as the health authorities do not say otherwise.

The person in charge of welcoming students must ask them to complete and sign the form in **Annex 1** (Declaration of responsibility) and keep it on file. This declaration is based on the basic questions recommended by the Department of Health:

- a) Does the student have any of the characteristic symptoms of COVID-19?

b) Has the student been in contact with someone infected with the virus?

If a student replies affirmatively to any of these questions, he/she must phone 061 for instructions, and the OPRL must be informed immediately at the email address [covid19@urv.cat](mailto:covid19@urv.cat) or [covid19furv@urv.cat](mailto:covid19furv@urv.cat). Subsequently, the OPRL must immediately inform the Committee for Monitoring and Taking Action on COVID-19.

On the other hand, if students reply negatively to the questions, they can carry on with their activity as normal. However, the person responsible for welcoming students to the URV must tell them that if they develop symptoms they must ring 061 immediately and warn the appropriate member of the teaching staff who must inform the Vice-Rector for Students and Employability who, in turn, will inform the Committee for Monitoring and Taking Action on COVID-19.

Students who have not come from risk zones can carry on with their academic activity as normal as long as the health authorities do not say otherwise.

8.2.2. In response to the recommendations of the Ministry of Health, and only for the duration of the health alert, those students who plan to visit one of the regions or countries in areas of community transmission (risk zones) are advised to cancel their period of study abroad. This will have no repercussions in terms of their Erasmus grant since the European Commission has classified the current health alert as a situation of *force majeure*.

8.2.3. Should the students decide not to cancel their visit to risk zones, they must sign the document in Annex 2 and agree to follow the health protocols if they develop symptoms. **Annex 2** will be kept on file at the International Center.

8.2.4. All students who travel abroad and find the host university closed for reasons of the SARS-CoV-2 (COVID-19) must comply with the instructions they are given by the host university. They must inform their immediate superior at the URV who, in turn, will inform the International Center at the email address [mobility@urv.cat](mailto:mobility@urv.cat).

### 8.3. Arrival of people from risk zones

8.3.1. URV staff who are organizing activities that may involve external participants from risk zones who are visiting the URV must decide, first, whether their activity needs to be carried out. If they decide that it does, they must write a report, which they should send to the Rector (some examples of these activities are research project meetings, thesis panels, examination panels, etc.).

If the activity cannot be cancelled, the person in charge must follow the protocol and ask all visitors to complete and sign **Annex 1** (Declaration of responsibility), which they will then keep on file.

This person must also send the list of people from risk zones every day to [opreencio@urv.cat](mailto:opreencio@urv.cat)

If a visitor replies affirmatively to any of these questions, the person in charge must phone 061 for instructions, and the OPRL must be informed immediately at the email



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address [covid19@urv.cat](mailto:covid19@urv.cat) or [covid19furv@urv.cat](mailto:covid19furv@urv.cat). Subsequently, the OPRL must immediately inform the Committee for Monitoring and Taking Action on COVID-19.

On the other hand, if the visitor replies negatively to the questions, he/she can carry on with their activity as normal. However, the person responsible for the activity must tell them that if they develop symptoms they must ring 061 immediately and inform the URV.

#### 8.4. Congresses and activities open to the public

8.4.1. Congresses and activities open to the public must be cancelled by the Rector if the health authorities so advise.

Those congresses attended by people from risk zones need to be approved by the rector. The approval will be processed by the Congress Office at the request of the person in charge of the activity.

8.4.2. The Congress Office is coordinated by the Campus Logistics Office (particularly for foreign personnel) in terms of registering activities.

8.4.3. The person in charge of the activity must ensure that **Annex 1** (Declaration of responsibility) is completed, signed and filed, and it must be added to all the registration documents.

8.4.4. For all congresses or activities that are open to the public (whether they are from risk zones or not), the Congress Office will coordinate with the person in charge of the activity to ensure that participants are given the correct information about hygiene and that the information in **annexes 3 and 4** is used.

8.4.5. Likewise, the person in charge of the activity must ensure that the URV or FURV staff involved in registration activities, dealing with the public, etc. can keep at a minimum safe distance of 1 metre from participants. They must also have access to a supply of hydroalcoholic solutions so that they can disinfect themselves on a regular basis.

8.4.6. The person in charge must include the cost of the hydroalcoholic solutions in the budget of the activity and ensure that supplies are replenished during the congress.

8.4.7. The campus logistics offices (OLC) must keep a register of all relevant activities (for example, those involving participants from risk zones, ones that are open to the public, etc.). On those campuses that do not have an OLC, this will be done by the dean's or director's support office (OSD).

8.4.8. The OLCs (or, in their absence, the OSDs) and the Congress Office must be in contact with the people in charge of all associated activities and respond to any questions in the terms laid down in this protocol. If there is any doubt, they can contact the OPRL at the email address [opreccio@urv.cat](mailto:opreccio@urv.cat).

8.4.9. The people in charge of activities must add the signed and completed form in **Annex 1** to the registration documentation.



## 8.5 Ventilation

Employees must ventilate the rooms in which they work daily and for a minimum of 15 minutes.

Lecturers must open the windows of their classroom for 15 minutes after they arrive.

In those rooms where it is not possible to open the windows because of the architectural design, the person in charge of the unit should get in touch with the URV's Service of Material Resources at the email address [srm@urv.cat](mailto:srm@urv.cat).

## 8.6. Cleaning surfaces and washrooms

The Material Resources Service (SRM) is responsible for ensuring that the company entrusted with the general cleaning contract cleans the facilities correctly (especially those that are shared) and keeps the supplies of soap and paper towels in the URV and FURV washrooms topped up.

Likewise, it must ensure that the information posters in **Annex 3** and **4** are correctly placed and can be read.

## 8.7. Information posters

The campus logistics offices (or, in their absence, the OSDs) and the SRM are responsible for ensuring that the posters in **Annex 3** and **4** are correctly placed and can be read.

If they need to be repositioned or replaced, get in touch with the OPRL at the email address [opreencio@urv.cat](mailto:opreencio@urv.cat).

## 8.8. Sensitive workers

Under article 22 of Law 31/1995, of 8 November, on the prevention of occupational risk and procedure *PGPRL-05 Special Protection for Workers* of the URV's Prevention Plan, the URV and FURV staff who require special protection for reasons of health must notify the URV's health watch programme and arrange a medical appointment to determine if they are particularly sensitive.

After examining the medical documents provided by workers and the jobs they do, the occupational health doctors must tell the OPRL whether or not preventive measures or adaptations need to be implemented by issuing the corresponding aptitude certificate.

## 8.9. Coordination of business activities

Under Royal Decree 171/2004, of 30 January, which approves the implementation of article 24 of Law 31/1995, of 8 November, on the prevention of occupational risk in the coordination of business activities, the OPRL must coordinate with those businesses or



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institutions that are registered on the business coordination platform that the URV and the FURV have set up for this purpose.

The companies or institutions that are not in the preventive coordination database must get in touch with the OPRL at the email address [opreencio@urv.cat](mailto:opreencio@urv.cat).

## 8.10. Other measures

In response to the advice and recommendations of the competent authorities and the Committee for Monitoring and Taking Action on COVID-19, the rector will take all necessary measures, which will be posted on the URV website.

## 9. Reference units

9.1. Any incidents that may arise in the collectives of the university community will be dealt with by various reference units (see **table 1**).

9.2. The reference units have to provide the university community with advice and support that complies with this protocol and they must get in touch with the OPRL if they have any queries at the email address [opreencio@urv.cat](mailto:opreencio@urv.cat).

In turn, in case of doubt, the OPRL will be advised by the members of the Committee for Monitoring and Taking Action on COVID-19.

9.3. The URV and the FURV must guarantee that a **register** is drawn up of all those people from the university community that have been in risk zones (see what they are in the section on definitions).

This register must be drawn up using **Annex I**, organised by the reference units described in **table 1** and based on the basic principles below:

9.4. Each reference unit described in **table 1** must keep the register it has been assigned in relation to risk zones and must complete and sign the document in Annex 1 (Declaration of responsibility)

9.5. All the Annex 1 documents that have been completed and signed must be kept by the reference unit they have been generated by and made available to the members of the Committee for Monitoring and Taking Action on COVID-19, if deemed necessary.

9.6. Each reference unit must get in touch with the OPRL at the email addresses [covid19@urv.cat](mailto:covid19@urv.cat) or [covid19furv@urv.cat](mailto:covid19furv@urv.cat) if the Annex 1 register suggests that there is a need to phone the number 061.

The reference units, the groups of people they are responsible for and their functions are the following:



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Reference unit	Group	Function
<b>International Center</b>	University community engaged in in/out mobility	Advice Annex I <sub>1</sub>
<b>FURV</b>	Students on the Study Abroad programme	Advice Annex I <sub>1</sub>
<b>Doctoral School</b>	University community on doctoral programmes	Advice Annex I <sub>1</sub>
<b>URV or FURV Human Resources Service</b>	Visiting personnel, researchers and other figures managed by human resources services.	Advice Annex I <sub>1</sub>
<b>Directors of departments, faculties and schools</b>	Personnel not managed by human resources services or the units mentioned above	Weekly register of personnel and risk zones <sup>2</sup> Annex I <sub>1</sub>
<b>People in charge of activities</b>	Personnel they are responsible for and not managed by any of the units mentioned above	Advice Annex I <sub>1</sub>
<b>Campus Logistics Office (OSD when there is no OLC) and the Congress Office</b>	Institutional and other important events	Register of important activities (congresses, open to the public, events, etc.)
<b>Occupational Risk Prevention Office</b>	Members of the university community	Advice and communication of needs to the Committee

**Table 1.** List of reference units, associated groups and functions. <sup>1</sup>Responsible for ensuring that Annex 1 is completed, signed and kept on file. <sup>2</sup>See section 8.

## 10. Actions to be taken in the event that SARS-CoV-2 (COVID-19) is detected in a member of the university community

10.1. Any case that is identified by the health authority and which may have an impact on the university community must be reported directly to the Dean of the FMCS, who will immediately inform the Rector, who will pass the information on to the Committee for Monitoring and Taking Action on COVID-19

10.2. In compliance with the established protocol and the instructions of the health authorities, the members of the Committee for Monitoring and Taking Action must advise the Rector on what decisions/action to take in each case.

10.3. Members of the URV university community who become infected or who are affected by containment and/or quarantine measures must, whenever possible, immediately report their circumstances to the e-mail addresses [covid19@urv.cat](mailto:covid19@urv.cat) or [covid19furv@urv.cat](mailto:covid19furv@urv.cat).

Once the information has been reported, the OPRL will contact the Dean of the FMCS so that the Committee and the health institutions can be informed.

10.4. The Dean of the FMCS will inform the Public Health Agency of Catalonia and the Rector about any cases suspected by the health authorities. If a suspected case is confirmed, the Rector must follow the Agency's instructions and stay in contact to receive reports on any developments, with the support of the members of the Committee for Monitoring and Taking Action.

10.5. The Bureau of Communication and Marketing must collect the necessary institutional information, and inform the members of the Committee for Monitoring and Taking Action so that, in the exercise of their duties, they can take the appropriate action in compliance with this protocol.

10.6. If a student or a member of the administrative and service staff or teaching and research staff visiting the URV becomes infected, the International Center will communicate the situation to the home university or institution and provide the appropriate support.

## 11. Suspension of academic activities

11.1. The Rector will approve the total or partial suspension of academic activities in accordance with the recommendations issued by the competent authorities.

11.2. The decision to suspend academic activities will be posted on the website and published in the URV's FOU (Official University Gazette).

The decision must be reported to:

- The competent health authorities.
- The Secretariat of Universities and Research of the Government of Catalonia.
- The deans of all the URV faculties affected and the heads of University services.
- The URV's Students' Council.
- All entities affiliated to the URV.
- The universities that have a mobility agreement with the URV.
- The directors of the URV Foundation



11.3. The suspension of academic activities will involve the closure of all those buildings that the rector deems appropriate, advised by the health authorities and the members of the Committee for Monitoring and Taking Action on COVID-19.

11.4. The teaching and research staff and the administrative and service staff of the URV and the FURV, including those working at units that are closed to the public, will continue to carry out their duties regardless of whether classes are in session or not.

11.5. The teaching and research staff will reinforce attendance and tutorial guidance via the Virtual Campus. Under no circumstance may meetings or tutorials be held with students on URV or FURV premises.

11.6. Once the suspension of activities has been lifted, the URV will reschedule all the academic activities affected, where possible.

11.7. The person responsible for a public contract will notify contractors of the situation and the corresponding regulations.

11.8. The OPRL will notify the contracted companies registered in the URV's and FURV's document manager, in accordance with article 24 of Law 31/1995, of 8 November, on occupational risk prevention and the coordination of business activity.

## 12. Closure

12.1. The Rector will approve the total or partial closure of the URV's and the FURV's facilities in accordance with the recommendations issued by the competent authorities.

12.2. The decision to close the University will be published on the URV website and in the FOU (Official University Gazette), and all the necessary authorities and institutions will be notified.

12.3. The teaching and research staff will reinforce attendance and tutorial guidance via the Virtual Campus. Under no circumstance may meetings or tutorials be held with students on URV or FURV premises.

12.4. Once the suspension of activities has been lifted, the URV will reschedule all the academic activities affected, and the suspended activities, where possible.

12.5. In the event of a facility shut-down, access will be denied to all but authorized personnel, as defined in this protocol. As few people as possible should be so authorised and they should be suitably protected at all times.

12.6. After consultation with representatives of the workers and the directors of faculties, schools and departments, the University must cover all those essential services that require the presence of personnel in the event of closure.

12.7. During the closure, employees must be able to work remotely if necessary with any software and applications they might require. These employees need to be informed and their superiors notified.

12.8. The Material Resources Service and the Computer Service will be responsible for undertaking any necessary coordination actions with maintenance and security companies to ensure the correct operation of facilities in the event of shutdown.

12.9 The faculties and schools are responsible for communicating the closure of the university to the people or organizations planning to hold activities on URV premises. They should also notify the logistics office of the corresponding campus.

12.10 All those who are responsible for a public contract will inform the contractor of the closure and the corresponding regulations.

12.11 The OPRL will notify the contracted companies registered in the URV's and FURV's document manager, in accordance with article 24 of Law 31/1995, of 8 November, on occupational risk prevention and the coordination of business activity.

### 13. Review

This protocol is under constant review in response to new developments and as new information becomes available It can be accessed on the website [www.urv.cat/coronavirus](http://www.urv.cat/coronavirus).

Any modifications to the protocol must be put forward by the Committee for Monitoring and Taking Action on COVID-19 and approved, if appropriate, by the Rector.

### 14. Publication of this protocol

This protocol, which must be reported to the URV's Governing Council, will be published on the URV's website and must be updated by the Committee for Monitoring and Taking Action as long as the COVID-19 alert is active.

### 15. References

#### Ministry of Health

Latest information on the COVID-19 outbreak:

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

Areas with evidence of community transmission:

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

#### Department of Health

Canal Salut: <http://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/>



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URV website: [www.urv.cat](http://www.urv.cat)

Website with the latest information on COVID-19: [www.urv.cat/coronavirus](http://www.urv.cat/coronavirus)

Website of the Office for the Prevention of Occupational Risk:  
[www.urv.cat/ca/universitat/estructura/gestio/suport-activitat/prevencio-riscos-laborals/](http://www.urv.cat/ca/universitat/estructura/gestio/suport-activitat/prevencio-riscos-laborals/)

*This document is based on the protocol published by the University of Barcelona.*

## 16. Annexes

**Annex 1:** Declaration of responsibility

**Annex 2:** Renunciation to cancel a trip to a risk zone

**Annex 3:** Health advice poster

**Annex 4:** Poster: How to clean your hands

 UNIVERSITAT ROVIRA I VIRGILI	<b>ANNEX I</b> <b>Declaration of responsibility</b>	Code: annex I - català Edition: 0 Date: 10/03/2020
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I, \_\_\_\_\_, holder of the identity document number \_\_\_\_\_, of legal age and a student on the \_\_\_\_ year of the degree in \_\_\_\_\_ at the Universitat Rovira i Virgili (hereinafter URV)

DECLARE

First. That on \_\_\_\_\_ (*date*) I returned from the city of \_\_\_\_\_ where I stayed for \_\_\_\_\_ months as part of the Programme \_\_\_\_\_

Second. That in the country where I was staying, I was given information about coronavirus SARS-CoV-2.

Third. That I understand what symptoms this virus causes and I do not have any of them.

Fourth. That I have not been in contact with anybody infected with the virus SARS-CoV-2.

In witness whereof, I sign this document

Tarragona, \_\_\_\_\_ (*day*) \_\_\_\_\_ (*month*) 2020

I also declare:

1. That the URV has provided me with information about the protocol students who are returning from abroad need to follow.

2. That if I should experience such symptoms as general discomfort, cough, high temperature or respiratory problems, particularly within the next two weeks, I shall immediately phone 061 and I shall remain at home until I am given instructions by the medical specialists. I shall inform the URV of my situation by sending an email to the address [mobility@urv.cat](mailto:mobility@urv.cat).

 <p>UNIVERSITAT ROVIRA I VIRGILI</p>	<b>ANNEX I</b> <b>Declaration of responsibility</b>	Code: annex I - català Edition: 0 Date: 10/03/2020
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<b>INFORMATION ON DATA PROTECTION</b>	
<b>Data controller</b>	The Data Controller responsible for processing your personal data is the Universitat Rovira i Virgili, based at Carrer de l'Escorxador, s/n, 43003 de Tarragona, and with the web address <a href="http://www.urv.cat">http://www.urv.cat</a> .
<b>Reason</b>	To record the people from risk zones coming to the URV and help the competent authorities to define the map of contacts.
<b>Legal basis</b>	The legal basis for processing data is the need to protect the interests of the person him/herself and other individuals. The URV is also complying with a legal requirement.
<b>Period for which details will be held</b>	For as long as required to fulfil the purpose for which they were collected.
<b>Recipients</b>	Your data will not be disclosed to third parties or sent outside the European Union.
<b>Rights</b>	You can access your data, rectify them, delete them, request that they be transferred, oppose their handling and restrict their processing by presenting a formal request in writing to the Universitat Rovira i Virgili in person or in writing to C/Escorxador, s/n, 43003 Tarragona, or through the electronic registry at <a href="https://seuelectronica.urv.cat/">https://seuelectronica.urv.cat/</a>

 UNIVERSITAT ROVIRA I VIRGILI	<b>ANNEX II</b> <b>Trips to risk zones</b>	Code: Annex II Edition: 0 Date: 10/03/2020
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I, \_\_\_\_\_, holder of the identity document number \_\_\_\_\_, of legal age and a student on the \_\_\_\_ year of the degree in \_\_\_\_\_ at the Universitat Rovira i Virgili (hereinafter URV)

HEREBY DECLARE

First. That on \_\_\_\_\_ (date) I have to travel to the city of \_\_\_\_\_ as part of the Programme \_\_\_\_\_ .

Second. That I am aware that the region of \_\_\_\_\_, where \_\_\_\_\_ University is situated, is affected by coronavirus SARS-CoV-2 and is regarded as a high-risk zone.

Third. That I am aware that on \_\_\_\_\_ (date) the URV published an institutional declaration advising against travelling to this area.

I ALSO DECLARE

1. That the URV has given me information about websites and contact phone numbers for the competent health authorities in both the country I am travelling to and in Spain.

2. That although I am aware of these circumstances and I understand the risk of not following the recommendations mentioned, I still wish to go ahead with the trip and the visit to \_\_\_\_\_.

3. I accept full responsibility for the decision I have taken and I exonerate the URV of any liability should I be infected and of any other resulting damages.

In witness whereof, I sign this document

Tarragona, \_\_\_\_\_ (day) \_\_\_\_\_ (month) 2020

 UNIVERSITAT ROVIRA I VIRGILI	<b>ANNEX II</b> <b>Trips to risk zones</b>	Code: Annex II Edition: 0 Date: 10/03/2020
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**ANNEX III**



UNIVERSITAT ROVIRA I VIRGILI

# Què és el coronavirus SARS-CoV-2?

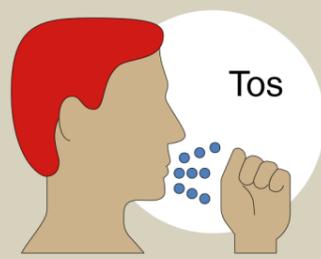
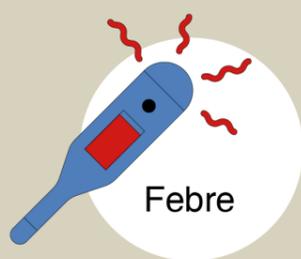
El SARS-CoV-2 és un nou tipus de coronavirus que pot afectar les persones. Es va detectar per primera vegada el desembre de 2019 a la ciutat de Wuhan, a la Xina, i s'ha anat estenent a altres països.

Presenta una simptomatologia clínica similar a la de la grip, i el 80% dels casos són lleus. Els casos més greus generalment afecten persones grans o que pateixen altres patologies.

## Com es transmet?

Es transmet principalment per les gotes respiratòries i pel contacte directe amb les secrecions. La transmissió per l'aire a distàncies més grans de 2 metres sembla poc probable. Té un període d'incubació d'entre 2 i 14 dies.

## Quins són els símptomes?



## Com es pot prevenir?



Rentant-te sovint les mans amb aigua i sabó o solucions alcohòliques.



Tapant-te la boca i el nas amb mocadors d'un sol ús i rentant-te les mans de seguida.



Tapant-te la boca i el nas amb la cara interna del colze en tossir o esternudar i rentant-te les mans de seguida.



Evitant compartir menjar, estris o altres objectes sense netejar-los degudament.

**Si creus que pots estar afectat pel coronavirus SARS-CoV-2, truca al 061 Salut Respon on t'informarem del que has de fer.**

Per a més informació, consulta [canalsalut.gencat.cat/coronavirus](https://canalsalut.gencat.cat/coronavirus) o truca al **061** /Salut Respon

Cost de la trucada: segons operadora



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/Salut

**ANNEX IV**



UNIVERSITAT ROVIRA I VIRGILI

# COM T'HAS DE RENTAR LES MANS AMB SABÓ?

## ¿CÓMO TIENES QUE LAVARTE LAS MANOS CON JABÓN?

### HOW TO WASH YOUR HANDS WITH SOAP

#### DIFUSIÓ D'INFORMACIÓ DE SALUT PÚBLICA

#### INFORMACIÓN DE SALUD PÚBLICA

#### PUBLIC HEALTH INFORMATION



01

Mulla't les mans i posa-t'hi sabó.  
Mójate las manos y ponte jabón.  
Rinse your hands and put soap on them.



02

Frega't una mà amb l'altra.  
Frótate una mano con la otra.  
Rub one hand against the other.



03

Frega't el palmell de la mà dreta sobre el dors de l'esquerra i viceversa.  
Frótate la palma de la mano derecha sobre el dorso de la izquierda y viceversa.  
Rub the palm of your right hand on the back of your left hand.



04

Frega't els palmells i els dits entrelaçats.  
Frótate las palmas de la mano entre sí con los dedos entrelazados.  
Rub your palms together and wash in between your fingers by crossing them.



05

Frega't els dits contra el palmell de l'altra mà i viceversa.  
Frótate los dedos contra la palma de la otra mano y viceversa.  
Rub your fingers against the palm of the other hand and vice-versa.



06

Agafa't amb la mà esquerra el dit polze de la dreta i frega-te'l. I a la inversa.  
Rodeando el pulgar derecho con la palma de la mano izquierda, frótalo. Y viceversa.  
Take the thumb of your right hand in your left hand and rub it. Repeat the process in reverse.



07

Frega't per rotació les puntes dels dits sobre el palmell de la mà contrària i viceversa.  
Frótate por rotación las puntas de los dedos sobre la palma de la mano contraria y viceversa.  
Rotate the tips of your fingers against the palm of the other hand and vice-versa.



08

Esbandi-vos les mans.  
Enjuágate las manos.  
Rinse the soap from your hands.



09

Eixuga't les mans amb una tovalloleta de paper.  
Sécate las manos con una toallita de papel.  
Dry them on a paper towel.



10

Utilitza el mateix paper per netejar l'aixeta.  
Utiliza el mismo papel para cerrar y limpiar el grifo.  
Use the same paper towel to clean the tap.

