Since the beginning of the coronavirus pandemic, La Salle-URL has kept its protocol of actions updated to prevent safety and health in the face of COVID-19. At the beginning of the New Normality stage, the protocol, or contingency plan, has been updated to consider the measures identified in the risk assessment from the perspective of occupational risk prevention carried out by ASPY and to establish the plan for reincorporation into the campus.

The main objective of the protocol is to have a framework for action that makes all members of the community feel as safe as possible when we are on campus. With this, it is intended to continue with the educational mission that is ours with all the confidence and security that it requires. Complementary to the protocol, this manual of safety and health indications during the coronavirus health crisis aims to promote measures at an institutional and individual level to minimize the presence of elements of contagion of Covid-19 infection on campus.

The aim is to ensure that classrooms, meeting rooms, toilets and all common areas on campus are free from the risk of infection. Or, in any case, that people can act in the safest way if a health risk should arise. All this will be done through preventive treatments and action on potential sources of contamination ensuring a sanitizing action for a safe campus. The first treatment has been carried out in the reopening of all buildings and daily sanitation actions will be carried out in all the classrooms and common areas.

Likewise, all members of La Salle-URL community, students, teaching and research staff, administration and services personnel, members of Technova companies, visitors and other users of the campus, will have antiseptic gel for hand disinfection at their disposal, distributed in the buildings. Ventilation, automatic or forced, should be increased in frequency to keep the environment free of potential contagion agents.

La Salle-URL requires all members of the Lasallian community and visitors to comply with preventive and protective measures to maintain a safe campus. To this end, La Salle-URL will ask all members of the community to make a responsible declaration of adapting to the protocol and to comply these measures and not going to campus in case of symptoms. Also, to carry out a temperature control when entering the campus and to follow the security measures that apply within the campus.

Maintaining a safe campus can only be the responsibility of all members of the community who share this campus.
PREVENTION HABITS FOR INDIVIDUAL SAFETY

Since the beginning of the health crisis, we have learned that the best prevention comes from the action that each person can take on their own safety, therefore, it is convenient to:

- Maintain good hand hygiene
- Keep hands and face free of potential contaminants
- Respect the social distance
- Protect the airways, when necessary, using a mask
- Respect and follow campus safety instructions
- Report any symptoms that may be associated with Covid-19

Before leaving the house

Check your body temperature before you leave the house. If you have symptoms of Covid-19 or have been in close contact with people who had symptoms, stay home, tell the person you depend on and call the public health service (061).

Prioritize walking to campus. If you use public transportation, wear a mask and avoid touching surfaces. Remember not to touch your face under any circumstances without wiping your hands.

#TogetherWeMakeItPossible
■ Entrance to campus

Upon entering the campus, a temperature control will be performed for your health and to keep the campus as safe as possible. The 1.5 m distance and the order of arrival in the queue of the temperature measurement will be respected. Access to the campus will not be authorized for those who exceed 37.3 °C. If this happens, go home, follow up on any symptoms you may have and act accordingly.

■ When you're on campus

All campus users must adhere to the prevention regulations outlined in the protocol, in the risk prevention assessment and in this manual. In particular, always follow the health and safety rules, safe routes and the indications shown on the signs for this purpose.

■ When you return to your house

Before leaving your workplace, disinfect your hands using the dispensers located in the receptions.

CO-RESPONSIBLE FOR A SAFE CAMPUS

In order to keep the campus safe, the people of La Salle-URL community take responsibility for reducing the risks of potential contagion. For this reason, access to the campus will be prevented in the event of presenting symptoms associated with Covid-19, that is, cough, fever, general malaise, among others. In the event of symptoms of Covid-19, each person will follow the instructions of the public health service (061) and will communicate their situation as soon as possible to people who should know about their inability to come to the campus. Remember that the Student Service Office and the reception services are at your disposal to help you solve any doubts you may have.

Remember to make your responsible declaration of acceptance of the protocol, also, of compliance with these measures and to avoid going to campus if you have symptoms.

WHAT TO DO IN CASE OF SYMPTOMS?

In case of symptoms associated with Covid-19, you must follow the instructions of the health service (061). If you have any questions, you should stay home and wait for the instructions from the health service. It is important that you communicate this to the person you depend on, to the person responsible for your program and, if applicable, to human resources.

If the contagion is confirmed, to ensure that we can act to continue keeping the campus safe, you will need to provide a list of people on campus with whom you have had close contact (less than 1.5 m, without protection, for more than 15 minutes) during the last 5 days.
DIRECTIONS FOR USING THE FACILITIES FOR A SAFE CAMPUS

■ Classrooms

In the classrooms we will observe the following measures:

- The classroom safety capacity will be respected.
- The interpersonal distance of 1.5 meters will be respected at all times.
- Tables and chairs should not be shared.
- The work area must be kept disinfected (before and after use).
- Hands should be washed with soap and water before and after teaching or attending class.
- The common areas of the classroom must be kept disinfected.
- It is advisable to leave the door open once the session is over to ensure air renewal in the classroom.
- Every two hours of class, windows should be opened to ventilate the classroom for 10 minutes.

Before starting a class session, we must ensure that we know the specific time of the session, the location of the classroom and any restrictions that may affect the session. All of this is to avoid unnecessary displacement around the buildings of the campus.

To the extent possible, use your own laptop and electronic media. If this is not possible, be sure to disinfect the shared item before and after use.

■ Common spaces

In the common spaces, the interpersonal distance of 1.5 meters must also be respected, as well as the rest of the measures indicated for the classrooms. Avoid staying in the corridors and choose staying in spaces where it is feasible to keep the 1.5 meters distance at all times. It will be the responsibility of all persons to keep the common areas clear and not to hold meetings in corridors or other spaces where the presence of other persons is hindered.

**Elevators.** The use of the lifts shall be avoided, only one person may be present (unless accompanied). The use of stairs is recommended.

**Corridors and stairs.** The direction of traffic that may have been signposted shall be respected (in the case of two-way traffic, always walk on the right, unless otherwise indicated). Leaning on the handrails will be avoided.

The use of the **caféteria** may have specific restrictions. In any case:

- Hands should be washed before and after using the caféteria.
- The area you have used should be disinfected before and after use.

If shared elements, microwave ovens, vending machines, etc. are used, it is advisable to ensure that we disinfect the manipulated part, before and after use.
Bathrooms and Services

It is everyone's responsibility, for a safe campus, to keep the bathroom clean like the rest of the common areas. To open the bathroom door, use your forearm or non-dominant hand; that is, if you are right-handed, open the doors with your left hand.

Hands should be washed, with soap and water, when entering and leaving the toilet. If possible, it is recommended to dry your hands with disposable paper. The tap will be closed and the door will be opened with the paper before you throw it away. The hand dryers are out of order for your safety.

Spaces out of service

At the moment there are no spaces out of service.