Plan for the de-escalation of the lockdown ordered due to the coronavirus (COVID-19) health alert and start of the New Normality at La Salle Campus Barcelona - URL
This document is submitted to permanent revision according to the evolution of the pandemic, the instructions of the competent authorities and the information available at each time. The Plan has been developed by the Committee for the Follow Up of the Health Alert at La Salle-URL and has been presented to the representatives of the workers and the delegates of risk prevention, and, finally, has been approved by the Executive Committee and the members of the board of FUNITEC.

PRECEDENTS

As a consequence of the Health alert caused by the coronavirus (Sars-Cov-2) pandemic, on the 12th March the on Campus academic activity of La Salle-URL was cancelled. The Spanish government declared the State of Alarm by decree 463/2020 on the 14th March including the closing of all education centres and universities.

During the lockdown period, only Sant Miquel Febres Building remained open from 8am to 10pm from Monday to Friday with restricted access to critical services, security and maintenance.

On the 16th March virtual learning begins and also generalized home working for PDI and PAS. Only workers who were assigned critical and/or maintenance services could access the Campus, in agreement and with the authorization of General Management.

Digital tools were set up and the necessary systems were reinforced for the correct development of the academic activity. Resources were reorganized to guarantee that PAS and PDI could continue carrying out their work from home with the main goal to keep offering students their training and education.

The evolution of the pandemic has maintained the Protocols of La Salle Campus Barcelona-URL under constant revision and change, adapting to the measures decreed by the competent authorities. In compliance of RD Law 10/2020, of 29th March, the access to Campus was limited only to essential services. This measure was lifted on the 9th April 2020.

Learning in virtual modality will continue until the end of the academic year. The will of La Salle –URL has always been to maintain the academic calendar.

STAGES OF THE DE-ESCALATION AND EASING DOWN OF THE LOCKDOWN

On the 28th April 2020 the Gobierno approved a plan for de-escalation and easing down of the lockdown (Plan for the Transition to New Normality, can be found here consultar aqui). The plan consists of four phases, from preparatory phase 0, that began on the 4th May 2020, to phase 3, that will lead, once ended, to new normality.

The de-escalation plan is a general framework the concretion of which depends on the regulations the Gobierno develops in the following weeks. It is defined as gradual and asymmetrical in its effect on each one of the geographical areas of implementation.

The implementation to La Salle – URL will not be automatic, it will be necessary to consider the implementation with the finality of watching over the protection of all the community and
making the Campus, as always, a safe place for all. Any change in the established measures, will be informed of when necessary and will be collected in this Protocol.

To foresee the implementation of the de-escalation at La Salle-URL, the Committee for the Follow up of the Health alert of La Salle-URL has prepared the way in which the de-escalation and easing down of the lockdown can affect the Campus.

GENERAL FRAMEWORK FOR THE IMPLEMENTATION OF THE PLAN

For the implementation of this Plan, La Salle-URL

- Will maintain the respect to the institutional commitment to students and their education at La Salle-URL
- Will guide its actions through a unique coordination and decision-making body implemented by the Follow Up Committee.
- Will adopt and apply the measures based on the principles of proportionality, caution and maximum respect to people, making the principle of prevention prevail, with the finality of preserving the Health of the members of the community and possible visitors.
- Will avoid generating alarm and will provide precise, timely, uniform and transparent information.
- Will guarantee an efficient management and effective communication with the groups of interest of La Salle - URL.

The gradual de-escalation by phases will be carried out following basic principles:

- The indications of the competent authorities will always be followed
- Health and security of all staff will be guaranteed, assuring the return will done in a safe way, avoiding any risk of infection in the workplace and following the indications of the risk assessment carried out by the prevention services.
- It will be a priority to continue to guarantee quality education for the students maintaining the institutional commitment towards them and their families. All the necessary measures to make this possible will be established. In any case, the academic activity will continue to be done virtually while the State of Alarm is in force.

HEALTH ALERT FOLLOW UP COMMITTEE

The Committee created to follow up on the Health Alert will continue active, with the following members:

- Mr. Josep M. Santos, Director General
- Dr. Francesc Miralles, Commissionerate for Planning, Innovation and Strategic Development.
- Mrs. Maria Pilar Torné, Director of Marketing and Business Development
- Mr. Josep Maria Ribes, Director of Academic Organization
- Mr. Íñigo Pradera, Director of Corporate Governance
- Mr. Joan Manel Puig, Director of Campus Development

Other people will be requested to participate in this committee when considered necessary according to the topics at hand and the areas of the Campus affected.

The Committee will inform of the progress and measures adopted to the representatives of the workers through the Workers Committee and the prevention delegates.
PHASES OF DE-ESCALATION

The process of de-escalation will be applied to La Salle-URL gradually, by phases and asymmetrically, as presented above.

The phases for de-escalation, according to the Transition Plan, are the following:

- Phase 1. Buildings and facilities closed with maintenance of essential critical services, and preparation for the de-escalation.
- Phase 2. Partial reopening of buildings and facilities for research activities and basic and urgent services that cannot be carried out at a distance.
- Phase 3. Opening of buildings and facilities and gradual return of PDI and PAS to on Campus activity.
- New Normality Phase. Will be the continuation of the de-escalation phase and will represent the return to the usual activities observing the security and health measures and the indications of the regulation to be observed.
- End of the State of Alarm. At the time of writing this protocol, the finalization of the State of Alarm was established to be at 0.00 hours of the 21st June 2020. The main effect of this milestone will be that the Gobierno will return the competences to the Autonomous Communities that had been assumed with the State of Alarm, and will only regulate the mobility between Communities. In any case, the situation of Health Crisis has not ended and the regulation affecting La Salle-URL will continue to be in place.

The effective start of each phase at La Salle-URL will be determined according to the evolution of the pandemic and the indications of the competent authorities, adapting to the specific needs and conditions of La Salle-URL.

Contingency plan for each phase of de-escalation

This contingency plan is based on the COVID-19 risk assessment that ASPY prevention service carried out for La Salle-URL. The content of this assessment can be found in this link: https://www.salleurl.edu/pdf/evaluacionriesgoscovid19.pdf

In deciding the actions for the de-escalation phase it will be necessary to consider, on the one hand, the regulations that apply to La Salle–URL and on the other hand, the needs of the Campus according to the academic calendar. Regarding the regulations, in the de-escalation, the Health authorities determine the actions that are permitted. The measures that apply to La Salle-URL are those derived from its geographical location and those that apply to the universities sectors, mainly, but also to research centres, libraries, restoration, events, non professional sport centres and retail.

The confluence of the geographical opening of each phase, the specifications for each economic sector affecting La Salle-URL and the moment of the academic calendar will determine the specific measures to be implemented in La Salle-URL.

PHASE 1

On the 25th May 2020, phase 1 of the de-escalation started in the metropolitan area of Barcelona. For this phase, the actions carried out at La Salle-URL campus will be:
The academic activity will continue in virtual modality in the state of emergency. This also includes the evaluation period that has place during this time.

Students won’t be able to be on Campus. Any need will have to be communicated by the Covid-19 e-mail.

Work will be mainly, whenever it is possible, done from home.

All the hygiene and risk prevention measures indicated by the risk assessment will be observed.

Tasks that will be carried out in-person will be:
- Essential, critical minimal services.
- Administrative and research activities with urgent deadlines, always authorized by the Director of the affected area.

Facilities
- All the buildings will be closed, except for Sant Miquel Febres, with restricted hours, from 8am to 10pm from Monday to Friday.
- When it is necessary, the university buildings and laboratories will be opened for disinfection.

Coordination of Business Activities. All Services and Companies that use the Campus will have to certify that they have a Protocol/Contingency Plan as a result of a risk assessment. This Protocol will have to be compatible with FUNITEC’s. Those companies or professionals that due to their character do not have a protocol will have to adhere to the protocol of La Salle-URL.

The situation of the different facilities will be the following:
- Parking: closed
- FESS
  - By appointment
  - Forbidden to use showers and dressing rooms
  - Activities with personal trainer
- Abacus-Artyplan
  - Closed
- Cafeteria: closed

Organization of events. In this phase there will be no events on Campus.

PHASE 2

Phase 2 started on the 8th June 2020, La Salle – URL has not established any additional measures at this time. The reference and measures to follow are those described in the Transition Plan with the competences previously described.

The start of this phase will not involve in person teaching or the rest of public activities of the Campus.

- Academic activity will continue to be in virtual modality in the situation of emergency. This also includes the evaluation activities that have place in this period.
- Relaxation, in accordance with the regulations in place, of the restrictions in the access to the Campus to carry out indispensable activities. Occasionally and with authorisation of the Directors of the units. In general work will be done from home, whenever it is possible.
- All the hygiene and risk prevention measures indicated by the risk assessment will be observed.
- Restricted access to the Campus facilities.
Coordination of Business Activities. All Services and Companies that use the Campus will have to certify that they have a Protocol/Contingency Plan as a result of a risk assessment. This Protocol will have to be compatible with FUNITEC’s. Those companies or professionals that due to their character do not have a protocol will have to adhere to the protocol of La Salle-URL.

The situation of the different facilities will be the following:
- Parking: limited access to subscribers with a booked place.
- FESS
  - Adaptation of the measures of Phase 1 according to the evolution of the regulations for sport centres.
- Abacus-Artyplan
  - Closed
- Cafeteria: Closed

Organisation of events. Occasionally, adapted to the regulation in place.

PHASE 3

We are expecting the date for the start of phase 3 in the geographical area of La Salle-URL. For the moment, there are no additional measures to those described in Phase 2. The plan is to adapt the measures described in the Transition Plan to the areas of competence of La Salle-URL.

In any case, the following measures will be considered:
- The start of this phase won’t involve in person teaching or all of the public activities of the Campus.
- Academic activity will continue to be in virtual modality in the situation of emergency. This also includes the evaluation activities that have place in this period.
- Opening of buildings and facilities and gradual return of PAS and PDI to in person activity, in accordance to the regulations in place, the risk assessment and the needs of the units,
- When the Health authorities allow, the opening of buildings and facilities of the Campus will be extended and it will be possible to return to work on Campus.

ACTIONS OF RESPONSIBILITY ON BEHALF OF THE STAFF

Independently of the phases of de-escalation and the start of the New Normality, as long as the Health crisis situation last, and while there is no therapeutic measure that solves the effects of coronavirus, there will be some measures that will need to be observed to minimize the risk of infection and new outbreaks.

These measures are related to preventive behaviours and new habits to face the threat of coronavirus. Among others, these measures are:

- Each person will be responsible of watching over their symptoms. In case of symptoms it will be necessary to communicate immediately with the Health centre and follow the actions indicated. If the instructions or recommendations prevent the normal development of the tasks connected to the work place it will be necessary to inform HR.
- If the symptoms become present while on Campus, it is necessary to use the mask immediately and communicate with the Health centre.
- It is necessary to follow the indications established in the risk prevention measures provided in ASPY risk assessment, at all times.
• Everyone must do the mandatory training about risk prevention due to the coronavirus pandemic.
• Any person that considers he/she may belong to a vulnerable group will have to fill out the vulnerability declaration form. This vulnerability declaration form will be managed by the risk prevention entity ASPY, that will indicate the actions to be followed.
• On Campus, it will be necessary to respect the safe transit paths and the indications on the prevention notices.
• When a person returns to their work place after the lockdown, he/she will have to communicate this to HR.

A Manual of Safety and Health indications has been published, explaining the necessary actions to have a safe Campus.

FRAMEWORKS FOR THE GRADUAL AND PROGRESSIVE RETURN TO WORK IN THE NEW NORMALITY PHASE

Once the de-escalation phase has ended, and with the finalization of the State of alarm, the health crisis caused by Covid-19 will still be a reality and it will be necessary to observe the risk prevention measures due to the pandemic. This period is known as New Normality, and will be applicable until the end of August 2020, according to the present forecast.

La Salle-URL will implement a gradual and progressive return, with the stages specified further along. This will contemplate special measures for vulnerable people, to respect the indications, whenever there are, of risk prevention at work and will include protocols in case of infections or new outbreaks.

With this general framework, each Executive Director, together with HR, will establish the particularities for the return that better adapt to the needs of the services of each unit for the end of this academic year, and will define a specific plan for the return of the people in their units.

Each one of the plans of each Direction will ensure that there is a plausible transition from the State of emergency, governed by the State of Alarm and the lockdown, to the New Normality situation and, to the extent that the service provided by each unit allows, during the period of the end of this academic year and start of the new academic year, the presence on Campus will be the just and necessary, respecting the levels agreed on, and enabling, according to the needs of the service, work and family conciliation and the prescriptive holiday period of the people at their charge.

The general framework contemplates the following stages of return of the Staff (the calendar of implementation is conditioned to the evolution of the regulations affecting La Salle-URL and the evolution of the health crisis, among the people from the Campus or the nearby geographical surroundings):

• Stage of first contact. It is advisable that once the State of Alarm is not in force (expected from the 22nd June), the Staff can return to their work place to ensure the correct implementation of the risk prevention measures. It is esteemed that this stage will last one week. The finality is that everyday there is a 25% of return to Campus to ensure the implementation of the risk prevention measures.
- Stage of preliminary return. This level will be connected to the finalization of the first contact stage (estimated on the 29th June). At this stage, 50% of the people will return to Campus, at least. It will have a minimum duration of two weeks. If necessary, a second period of this stage could be repeated.

- Stage of return to academic activities with students. If it is the case that during the New Normality phase it is possible to carry out an academic activity with students, a specific return stage would be established for those services that needed to assist them.

- Stage of complete return. Once the conditions exist to go beyond all the previous stages, the complete return stage will be defined. In this stage, return will be generalized, with exception of those people included in the vulnerable group.

These stages for the return will be applicable for all people from administration and services and teachers and researchers with management, administration or activities of support to any of the services of La Salle-URL. For all those who only have teaching and research tasks during this period, the level of activity on Campus will be adjusted to the necessary services determined by the Direction of Academic Organization, the Heads of Department or the General Management Team.