

## Covid-19 protocol for faculty

Barcelona, September 1st, 2021.

To ensure a safe study and work environment, the Barcelona School of Economics (BSE) asks its community to act according to the rules exposed in this protocol about risk prevention related to Covid-19.

The protocol might be subject to change over the course of this academic year if the sanitary health situation and regulations change.

The protocol will be aligned with the protocols of the two University campuses (Bellaterra and Ciutadella) where the BSE delivers its classes.

Measures are taken on contact limitation, case management, cleaning and ventilation, and personal risk prevention.

This protocol is to regulate faculty and student risk prevention and to explain the case management, within the total framework of measures.

### Protocol to teach classes and move around campus:

1. The use of facemasks is mandatory when moving around the campus and in classes. This includes teaching.
2. Please, call the attention of students who do not wear the mask properly and make them leave the class if they do not want to follow your instructions. Students have been receiving the following message:

To enforce health and safety regulations, we have requested our faculty to call the attention to those students that do not wear a face mask properly, and if needed ask those students to leave the class. Otherwise face to face teaching is at risk.

3. You should frequently wash your hands with water and soap, or with hand sanitizer.
4. A social distance of 2 meters should be respected in classes, study rooms, and on-campus in general.
5. Faculty need to keep the social distance with all students. For example, ask students to keep this distance if they ask you questions at the end of the class.

6. Make sure that students enter and exit the classroom in an orderly manner, to maintain the social distance.
7. Although teaching is face to face, faculty can have some flexibility and schedule office hours online or face to face.
8. Respect the signage on campus with respect to the people flow.
9. Before you start your class, you should clean the equipment you are going to use (computer, keyboard) with isopropyl alcohol wet-wipes, which will be made available by the institution.
10. In case you have symptoms that could relate to Covid-19, you need to
  1. Contact your primary healthcare center CAP.
  2. Follow their instructions and inform BSE through your BSE program coordinator and at [covid@bse.eu](mailto:covid@bse.eu)
  3. If your CAP asks for a PCR, stay home until the test results arrive.
  4. Indicate whether you can continue to do the classes online, or if they need rescheduling or another solution.
  5. In case of emergency call 061

If you have done a PCR-test and the result is positive, you will have to follow the quarantine instructions given by the health care center. The BSE team will analyze the groups you have been in contact with and will take the measures needed to quarantine other people and reorganize classes.

The BSE team will inform all students affected and will reorganize in a maximum of 48h the classes affected.

If on the contrary, the result is negative, classes will be resumed and will continue to be delivered face-to-face.

If a positive case arises in one of your classes, you will need to follow the quarantine instructions given by the health authorities and/or the BSE team.

Depending on each case, classes may continue to be delivered face to face for those who don't need to quarantine and on streaming for those who need to quarantine (depending on your vaccination status). Please take note that classes won't be recorded to be followed later. If the professor is not vaccinated or needs to quarantine, classes will be rescheduled.

If you have underlying health conditions (e.g. hypertension, diabetes, cardiovascular disease, chronic respiratory disease, cancer) please consult with your medical doctor before coming to campus and coordinate with your Program Coordinator on how to proceed.

**Protocol to return to campus after an international trip:**

You need to follow the legislation in place at the time of returning to Barcelona, with respect to self-quarantine if applicable.

**General information**

Bathrooms are cleaned at least twice a day on both campuses.

At the entrance of each building, there will be waste bins to dispose of your used facemasks.

All classrooms are profoundly cleaned each day.

At the Ciutadella campus, all areas have forced air ventilation which continuously brings in fresh air from outside. At Bellaterra (IAE), all classrooms have windows that will be open 15 minutes before the class starts.

At the Ciutadella Campus, water sources are available for its use. It is stated that you should not drink directly, and you must use a cup, glass, or bottle.

At Bellaterra (IAE) water dispensers are open and you must use a cup, glass, or bottle.