

A SUMMARY OF PABLO DE OLAVIDE UNIVERSITY'S COVID-19 GUIDELINES, 2020-21

The basic principles of UPO's Covid-19 contingency plan involve the following:

- **Measures of personal prevention**
- **Limiting the number of contacts**
- **Cleaning, disinfecting and ventilation measures**
- **Case management**

To minimize risk, every member of the University community must abide by the following rules:

- Do NOT come to campus if you present any symptoms of Covid-19 or if you are in quarantine for any reason.
 - You **must** wear a **face mask** on campus **at all times** (both inside and outside), even when social distancing is maintained. The only exception are those with special circumstances as defined by current legislation.
 - Maintain a distance of **1.5 meters** between people (who do not live together) at all times. This distance should be maintained always (while walking, talking, in common areas, offices, classrooms, etc.).
 - Practice adequate **hygiene** and **frequent hand washing**.
 - Practice proper **respiratory etiquette** (sneezing or coughing into your elbow or a tissue).
 - **Crowds** should be **avoided** and building and classroom entrances should be kept clear, maintaining the 1.5 meter distancing at all times.
- ❖ If you have Covid-19 symptoms (fever, cough, trouble breathing, etc.), you must stay at home and refer to the “**What to do if you experience Covid-19 symptoms**” guide. You must also communicate this to your Center (ARIC or the International Center).
- ❖ If you have symptoms and are on campus, please call CEUPO: **637991281** or **689700150** or **954 34 93 40** and follow their instructions.

CLASSROOMS, LABORATORIES AND OFFICES

In classrooms, the chairs that are at least 1.5 meters away from each other have been marked as “sit here” (“*siéntese aquí*”). The other chairs should **not** be used.

In laboratories or any other space where a minimum of 1.5 meters between people is not possible, the capacity is limited to 50% (of normal capacity) and extra measures of ventilation, cleaning and disinfecting are enforced. Lab coats must be washed at least 60° C.

In classrooms with a raised platform, the distance between the students and the professor should be 3 meters. It is recommended that the professor stay at his/her table and not walk around the classroom.

Office hours, exam revisions and meetings should be conducted virtually. If not possible, they may be conducted in person but with prior appointment and with social distancing measures (1.5 meters, face mask) in place.

ELEVATORS

Their use should be avoided unless strictly necessary. Preference is given to those with mobility issues. Only one person can use the elevator at a time except for a support person or those who live in the same household.

HYGIENE AND RESTROOMS

There is soap and paper towels in all of the restrooms on campus and hand sanitizer in offices that are open to the general public.

Signs by the entrance to the restrooms indicate the maximum capacity allowed (less than 50%). The 1.5 meter distance must be respected at all times. Those who need assistance may be accompanied. Restrooms will be kept ventilated and cleaned at least three times daily. Toilets should be flushed with the toilet cover down.



In addition to wearing your face mask properly, avoid touching your face with your hands.

SEMINARS, EVENTS, ETC.

Any event, workshop, conference or seminar that cannot be held in a virtual format must

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receive prior authorization from the University Covid-19 Committee at least one month before the date it is to be held.

SIGNS

There are signs and arrows throughout the campus so that people avoid crossing in front of each other. Doors to buildings, hallways and classrooms should remain open to avoid touching the door knobs. If a door knob must be used, a hand sanitizer should be applied right afterwards.

SMOKING

Smoking is not permitted in any interior space. Smoking is only permitted outside as long as a minimum of **2 meters** is maintained from other people as well as from windows and entrances.

WATER FOUNTAINS

The drinking fountains on campus are closed until further notice. Water from the restroom faucets should **not** be consumed.