



INSTITUT
BARCELONA
ESTUDIS
INTERNACIONALS

COVID-19 ACTION PROTOCOL FOR IBEI STUDENTS



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The purpose of this document is to serve as a guide for action in the face of suspicious or confirmed cases of COVID-19 among IBEI students, as well as to provide information about prevention measures to avoid contagion during their activities on campus, the action plan in the event of contagion, suspicion of contagion or isolation for students.

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PREVENTION MEASURES ON CAMPUS

The management of the Ciutadella Campus - UPF has agreed to adopt the following measures to prevent infection by COVID-19, based on the recommendations of the health authorities.

1. As a general rule, access to the campus will only be granted to those people who:
 - Do not have sudden-onset acute respiratory symptoms compatible with COVID-19 infection (fever, cough, headache and/or sore throat or general malaise, or shortness of breath, difficulty in breathing, loss of sense of smell or taste, muscle aches, chest pain or diarrhoea), and in particular a body temperature equal to or higher than 37.5°C.
 - Do not live in the same house as people sick with COVID-19.
 - Have not been in contact with people sick with COVID-19 for the past fourteen days.
2. The use of an approved face mask is mandatory throughout the campus.
3. The distance between people should be kept at 2 metres. It is important to maintain this distance within the classrooms as well.
4. Hand hygiene is the main measure of prevention and control of infection, so it must be done regularly and is mandatory before entering a classroom (you will find hydroalcoholic gel in dispensers distributed throughout the campus)
5. Crowding must be avoided when entering and leaving classrooms.
6. You must follow the indicated circulation paths on the campus.
7. In-person attention in the Academic Management and Admissions offices will be by appointment only – consultations through email (master@ibei.org / admissions@ibei.org) or online appointments (https://www.ibei.org/en/appointments_197051) are strongly recommended instead, whenever possible.
8. The number of people per classroom has been reduced in compliance with the requisite safety measures. Therefore, audit students are not allowed in face-to-face classes.
9. For safety reasons, you cannot drink directly from the water fountains on campus. They can only be used to fill glasses and bottles. Students and staff are advised to bring their own water bottles.

ACTION PLAN IN CASE OF CONTAGION OF OR ISOLATION BECAUSE OF COVID-19

When IBEI students report a confirmed or suspect case of COVID-19 or enter preventive isolation, all measures should be quickly activated to protect health in the first place and, secondly, to virtualize learning and resume face-to-face teaching as soon as possible. This protocol lays down the actions to be carried out in the event of notification of a student's contagion or isolation because of COVID-19, following the indications of the Universitat Pompeu Fabra to be carried out on the Ciutadella campus, and may be modified if the health situation so requires.

1. Notification and follow-up of a confirmed case or isolation because of close contact

When a student is identified as a confirmed case or must be placed in preventive isolation, they must notify the health authorities – in their *Centre d'Atenció Primària* (CAP, Primary Health Care Centre) or calling the 061 health line – and the IBEI. And they must follow the instructions below:

1.1 What should I do if I am an IBEI student and I have sudden-onset symptoms compatible with COVID-19 infection?

- a) You must isolate yourself from other people as soon as possible, wash your hands, put on a surgical mask and go home at once, preferably avoiding public transport. If you cannot leave on your own, go to the IBEI Academic Management Office, which will accompany you to a safe place to wait until you are picked up. Once you are at home, you must notify your situation immediately by calling:
 - **Students from the European Union (including Spaniards):** to the *Centre d'Atenció Primària* (CAP) corresponding to your address or to the 061 health line. The following link allows you to find the CAP that corresponds to your address: [https://catsalut.gencat.cat/ca/centres-sanitaris/quin-cap-correspon-a-una-adreca/index.html#googtrans\(ca%7Cen\)](https://catsalut.gencat.cat/ca/centres-sanitaris/quin-cap-correspon-a-una-adreca/index.html#googtrans(ca%7Cen))
 - **Students from other countries:** should call their private insurance company to find out if there is a special procedure in place.

In case of an emergency, call 112.

- b) You must notify the Academic Management Office and your master's degree coordinator:
 - Academic Management: master@ibei.org (935423049)
 - MIR: Robert Kissack rkissack@ibei.org
 - MIS: Margarita Petrova mpetrova@ibei.org

- MID: Pablo Astorga pastorga@ibei.org ; Miriam Bradley mbradley@ibei.org
 - MMAPP: Pablo Pareja ppareja@ibei.org; Andrea Bianculli abianculi@ibei.org
 - RMIS: Elisabeth Johansson-Nogués ejohanssonnogues@ibei.org
- c) If you need any kind of help or assistance or if you have problems when contacting health lines, you can contact Agnès Jané from the Academic Office and Teaching Quality Assurance on the following telephone number: 648674759. This line will be available Mondays and Wednesdays from 9.30 to 18.30 and Tuesdays, Thursdays and Fridays from 9.30 to 15.30.
- d) You must stay in home quarantine until you are diagnosed.

1.2 What should I do if I am a confirmed or suspect case or in isolation because of close contact?

- a) You should notify the Academic Management Office of your situation by email, with a copy to your master's degree coordinator. In the email you must provide the following information:
- Subject: "COVID-19 case notification" or "Notification of isolation because of close contact with COVID-19 case", as appropriate.
 - Body of the message:
 - Name and surname(s).
 - Name of your master's degree.
 - Type of situation: confirmed, suspect or close contact.
 - Date when you were aware of the situation or were diagnosed.
- b) If the result of the diagnostic test(s) is positive, you must notify your situation to the people who have been in close contact with you during the four days prior to the diagnosis (the staff of the CAP or the hospital where you have taken the test will also ask you this and will follow up). All the people who have been in the same place as you while you were displaying symptoms, at a distance of less than two metres from you for at least fifteen minutes and wearing no face mask should be considered close contacts.
- c) The Academic Management team will follow up on your case and contact you regularly to find out how you are doing.
- d) Notify your teachers of your situation via email.
- e) If you are not feeling well, tell your relatives. And you can contact your personal IBEI tutor.

- f) If you need psychological help, the IBEI will put you in touch with a psychologist who can provide you with online attention. Your personal tutor or the Academic Management Office will explain how the service works and will help you contact it (the IBEI covers the first visit).

1.3 Can I go to the IBEI if I have sudden-onset symptoms compatible with COVID-19 infection?

No. If you have a headache, cough, and/or sore throat or general malaise, or feel short of breath, loss of the sense of smell or taste, muscle aches, chest pain or diarrhoea, or a fever over 37.5°C, you should stay home, contact your [CAP](#) or your private insurance and follow up on your symptoms.

1.4 Can I go to the IBEI if I live in the same home as people who have symptoms of the disease?

No. Follow up and monitor your symptoms and do not return to IBEI until it is confirmed that your housemates do not have COVID-19. If it is confirmed that your housemate has COVID-19, avoid contact with this person and you should be in preventive isolation for 10 days.

1.5 Can I go to the IBEI if I have been in close contact with sick people or people with suspected illness, in the last ten days?

Yes. Follow up and monitor your symptoms. In case your close contact is confirmed positive for the disease, you have to isolate yourself for 10 days and:

- a) Notify the Academic Management Office of your situation by email, with a copy to your master's degree coordinator. In the email you must provide the following information:
- Subject: Notification of isolation because of close contact with COVID-19 case.
 - Body of the message:
 - Name and surname(s).
 - Name of the master's degree.
 - Type of situation: close contact with confirmed case.
 - Date when you were aware of the situation.
- b) Remember that all the people who have been in the same place as you while they were displaying symptoms, at a distance of less than two metres from you for at least fifteen minutes and wearing no face mask should be considered close contacts.

1.6 Can I follow the courses, even if I am in preventive isolation?

Yes, the IBEI has a follow-up plan for the entire academic year 2020-2021 for students who

cannot attend class due to unforeseen circumstances. All our courses will have a learning plan so that students in preventive isolation can complete their contents and learning outcomes.

1.7 If I am sick, will I be offered more flexibility regarding the courses?

Yes, as in ordinary circumstances, when a student is ill, faculty will offer more flexibility with regard to deadlines and activities so that the sick student can complete them. Talk to your faculty and they will help you with what you need.

1.8 When can I return to the IBEI in person?

If you have been diagnosed with the disease you can return once the required isolation period has ended. And if you are in home quarantine for having been in close contact with someone diagnosed with COVID-19, once the quarantine period has ended, which is usually ten days.

2. Tracking and monitoring close contacts

Any person who has been in the same place as a suspect or confirmed case of COVID-19 with symptoms, at a distance of less than two metres for at least fifteen minutes and wearing no face mask, from 48 hours before the onset of symptoms and until the case has been isolated, should be regarded as a close contact.

The persons responsible for alerting their close contacts are the persons who notifies them (the student).

The Academic Management Office will regularly monitor confirmed cases of the disease.

3. Activation of alternatives to face-to-face teaching if a faculty member is infected or in isolation

If a faculty member is infected by COVID-19 or in isolation, they will notify their case to the Academic Management Office and, together with the director, will establish the academic measures to be taken to maintain their teaching activities as far as possible. The most common measure that will be adopted will be the temporary virtualization of the course. Should the faculty member be too sick to teach, a substitute may be designed for face-to-face teaching or the course may be temporarily suspended.

Once the alternative to face-to-face teaching has been agreed upon, Academic Management will notify the students of the change of modality or temporary suspension, and the faculty member will inform the students of the academic modifications of their subject through an email.

4. Complete virtualization of the course

A face-to-face course shall become completely virtual and no longer have any face-to-face activity – at least temporarily – in the following eventualities:

1. If a faculty member is ill or in preventive isolation;
2. In the event that the health authorities decree a partial or complete lockdown that makes face-to-face teaching unviable;
3. In case of force majeure, IBEI's management will have the power to decide to completely virtualize a course.

The deadline for the complete virtualization or devirtualization of a course must be under 3 working days.

As long as one of these situations does not occur, the programmed face-to-face teaching will be maintained.

5. Resumption of attendance

Once the period of preventive isolation or illness is over, students and faculty will resume their face-to-face activity. Faculty members must announce the resumption of face-to-face classes to their students three days in advance.

This is a living document and will be revised as the situation evolves.