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; except if they have taken a complete course of vaccination. They could come to the campus after demonstrating they are negative through a PCR or an antigen test.
   - Have not been in contact with people sick with COVID-19; except if they have taken a complete course of vaccination. They could come to the campus after demonstrating they are negative through a PCR or an antigen test.

2. The use of an approved face mask is mandatory throughout the campus.

3. 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).

4. Crowding must be avoided when entering and leaving classrooms.

5. You must follow the indicated circulation paths on the campus.

6. In-person attention in the Academic 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.

7. It is not possible to audit any of the face-to-face courses offered at IBEI.

8. 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 suspected 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?

- You must isolate yourself from other people as soon as possible.
- Wash your hands.
- Put on a surgical mask (if you don't have one, ask for one at the IBEI Academic Office).
- Please, go home at once, preferably avoiding public transport. If you cannot leave on your own, go to the IBEI Academic 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 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)
- Follow the instructions for confirmed or suspected positive cases of Covid-19 in order to activate security and academic measures.
- 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: 648 674 759. This line will be available from Monday to Friday from 9.30 to 15.00.
- 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?
● You should notify the Academic Office of your situation by email, with a copy to your master's degree coordinator.

● Academic Office: master@ibei.org (935 423 049)
● 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 pareja@ibei.org; Andrea Bianculli abianculli@ibei.org
● RMIS: Elisabeth Johansson-Nogués ejohanssonnogues@ibei.org
● ILGSPD: Robert Kissack rkissack@ibei.org
● Exchange programme: Fulya Apaydin fapaydin@ibei.org

● The following information must be provided in the e-mail:
  ○ Subject: “COVID-19 case notification confirmed/suspected”.
  ○ Body of the message:
    ■ Name and surname(s).
    ■ Name of your master’s degree.
    ■ Situation: Confirmed case, suspected or close contact.
    ■ Date when you were aware of the situation or were diagnosed.

● Let your contacts know (whether they are from IBEI or not).
● All the people who have been at the same place you have been, at a distance of less than 1.5 metres from you for at least fifteen minutes and wearing no face mask should be considered close contacts. The contact should have happened within 48 hours before the beginning of symptoms until the moment you started the quarantine.

● The Academic Office team will follow up on your case and contact you regularly to find out how you are doing.

● Notify your teachers of your situation via email.

● Let your teacher know you already have contacted the Academic Office.

● If you are not feeling well, tell your relatives. And you can contact your personal IBEI tutor.

● 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?

Last updated October 1, 2021
No. If you have fever over 37.5 ºC, 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, 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. If you have taken the complete course of vaccination, you could come to IBEI after getting negative results from a PCR or an antigen test (check section 1.9).

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 case of COVID-19.
- 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, IBEI has a follow-up plan for the entire academic year 2021-2022 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, you can return once the quarantine period has ended, which is usually ten days.

1.9 I am a close contact case and I am fully vaccinated. Do I have to do the quarantine?

No, you don't need to. But you must get a PCR test or an antigen test whenever the Health Office (Departament de Salut de la Generalitat de Catalunya) indicates you should. Try to avoid social interaction (especially with non-vaccinated people or vulnerable people). Always wear a mask and pay attention to any symptoms you could have. If that happens, you should isolate immediately and contact the health services.

Remember, it is considered a full vaccination course:
People vaccinated with Pfizer/BioNtech are fully covered 7 days after the second dose. People vaccinated with Moderna/ Lonza y Oxford / AstraZeneca are fully protected 14 days after the second dose. Those vaccinated with Johnson & Johnson/ Janssen (only one dose), need 14 days as well to be fully protected.

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 1,5 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 responsible for alerting their close contacts is the person who notifies (the student).

The Academic 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 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, the Academic Office 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. In the event that the health authorities decree a partial or complete lockdown that makes face-to-face teaching unviable;
2. 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.