

INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI) ACTION PROTOCOL WITH REGARD TO THE ACTIVATION OF THE HEALTH ALERT BY COVID-19 (SARS-CoV-2)

Update: 10-03-2020

This protocol is under continuous review based on the evolution of the situation and new information as it becomes available.

1. OBJECTIVE

1.1 This protocol includes several actions that IBEI has planned and adopted with regard to the activation of the health alert by COVID-19 (SARS-CoV-2).

1.2 This protocol is under permanent review based on the evolution of the situation and new information as it becomes available on the disease and on the instructions received from the competent authorities.

2. COMPETENT BODIES

2.1. IBEI's Director is the only competent body to agree on the application of the measures contained in this protocol, based on the instructions received from the health authorities (Department of Health of the Generalitat de Catalunya and Spanish Ministry of Health, Consumer Affairs and Social Welfare) and other competent authorities (see the links to the websites of the different competent authorities: https://www.ibeil.org/en/information-on-coronavirus-covid-19_176493).

2.2. A Crisis Committee has been set up to assist the Director in the adoption and monitoring of the measures contained in this protocol. The Committee is composed of:

- The Director, Jacint Jordana, who is the President
- The Head of Studies, Robert Kissack
- The Research Coordinator, Matthias vom Hau
- The Manager, Anna Ricart

Other staff deemed appropriate will be invited to the meetings depending on the issues to be addressed.

2.3. The director of IBEI, or the person he designates in each case, is IBEI's interlocutor in relation to the actions derived from this protocol, both internally (with members of the Institute's community and government bodies) and externally.

3. PRINCIPLES

IBEI will adopt the measures that the competent authorities recommend in each case, in accordance with the following principles and provisions:

- The instructions of the health authorities and of the authorities and emergency services will always be followed.
- The adoption and application of the measures will be done in accordance with the principle of proportionality and maximum respect for people, making the prevention principle prevail.
- Efforts will be made not to generate alarm and provide accurate, uniform and transparent information through a dedicated section on the IBEI website, which will be permanently updated, and through the use of a dedicated email address: info-coronavirus@ibei.org

4. ACTION IN CASE OF THE DETECTION OF A CASE OF COVID-19 (SARS-CoV-2) AMONG MEMBERS OF IBEI'S COMMUNITY

4.1. Members of IBEI's community that are affected by confinement and / or quarantine measures must notify the IBEI immediately, whenever possible, through the email address info-coronavirus@ibei.org IBEI will inform the Directorate of the UPF Ciutadella Campus.

4.2. In the event that someone suspects that he or she is infected with COVID-19 (SARS-CoV-2), notification must be sent as soon as possible to the email address info-coronavirus@ibei.org. At the same time, the person must call the telephone number 061 directly and follow the indications they receive from the Public Health Agency of Catalonia (if necessary for linguistic reasons, IBEI can directly manage).

5. MEASURES ADOPTED WHILE THE HEALTH ALERT IS ACTIVE

While the health alert is activated by COVID-19 (SARS-CoV-2) the following measures must be applied:

5.1. Displacements of professors and administration staff.

5.1.1. Following the recommendations of the Ministry of Health, Consumption and Social Welfare on an exceptional basis, and for the duration of the health alert, any IBEI employee who, due to his or her activity at the IBEI, has to travel to risk areas, will require written authorization from the Director -or of the person to whom s/he is responsible. Information on risk areas is updated based on the recommendations of the health authorities. The link of this information can be found on the IBEI website: https://www.ibei.org/en/information-on-coronavirus-covid-19_176493

6. MODIFICATION OF THE FORMAT OF ACADEMIC ACTIVITIES

The Director will agree on the modification - total or partial - of the academic activities in accordance with the recommendations of the competent authorities on the realization of presential classroom activities.

The obligations of the academic and administrative staff that will have to continue providing their services on campus are maintained, although with an intensification of teleworking formulas.

The academic staff will conduct the teaching and tutoring of IBEI students through the Virtual Campus. Detailed information will be provided to students and teachers about the functionalities available for teaching activities, both synchronous and asynchronous.

The programmed academic activities (seminars, workshops, etc.) must be expressly authorized in each case by the Director, or someone delegated by him to do so, and distance activities will be promoted through videoconferencing or similar technologies.

7. CLOSURE OF THE UNIVERSITAT POMPEU FABRA'S CIUTADELLA CAMPUS

In the case of temporary closure of the Universitat Pompeu Fabra's Ciutadella Campus:

- The academic staff will teach and tutor students through the Virtual Campus.
- The administration staff, as well as the academic staff, will work from their usual place of residence.
- All academic activities, both teaching and research, scheduled to take place during the closure will be cancelled.

8. PUBLICATION OF THIS PROTOCOL

This protocol is published on the IBEI website and remains in effect as long as the health alert is activated by COVID-19 (SARS-Co-2).