



Universidad de Valladolid



PROTOCOLO COVID19 - CENTRO DE IDIOMAS

FUNDACIÓN GENERAL DE LA UNIVERSIDAD DE VALLADOLID

BASIC ORGANISATIONAL MEASURES FOR PROTECTION AND PREVENTION OF RISK OF INFECTION BY SARS-CoV 2

This guide refers to the health and safety measures that have been implemented among the staff who carry out their work and / or professional activity in the Language Center in order to minimize the risks of infection of Covid-19. The content of this guide is subject to change according to the recommendations and criteria determined by the Ministry of Health and / or the Health Department of the “Junta de Castilla y León” (Regional Board), and it will be adapted to the health instructions that, depending on the evolution of the pandemic, those same authorities dictate.

Although the preferred option is to carry out the activity face to face under strict safety conditions, we must be prepared for any eventuality, including a contingency scenario with new confinement.

SUMMARY OF GENERAL SAFETY MEASURES:

- All the staff and students must wash/ sanitise their hands regularly throughout the day and must avoid touching their face, eyes or mouth.
- All staff and students must wear a face mask in all parts of the building and at all times.
- Social distance of at least 1.5- 2 metres is in force throughout the building.
- Never go to the Language Centre if symptoms that are compatible with those of COVID -19 appear (high temperature, continuous cough and shortness of breath, loss or change to your sense of smell or taste, sore throat, muscle aches, discomfort, headache, general weakness, diarrhoea, vomiting, etc). Do not enter the building if you have been diagnosed with the illness and have not completed the required isolation period, or have not self-isolated at home after having been in close contact with COVID-19 patients (being in contact for at least 15 minutes, at a distance of less than 2 meters and without respiratory protection).



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CLEANLINESS, HYGIENE, DISINFECTION AND VENTILATION MEASURES.

- Desks in the classrooms will be placed at a distance of 1.5-2 metres from everyone else.
- Disinfection of all rooms and a deep clean of the chairs and desks will take place every day.
- The use of face masks is compulsory, as well as washing and sanitising your hands on entering/leaving the classrooms.
- Alcohol-based hand sanitiser is available in all the classrooms, as well as disposable paper rolls and surface disinfectant.
- Windows and doors will be kept open to allow for ventilation between lessons for at least 5 minutes.
- During the lessons, at least two windows will remain partly open and the door at the back of the classroom should be kept open.
- In case it is the last class in the afternoon/evening, on the upper floors the blinds should be left lowered, but not completely, so that the rooms can ventilate through the holes and the windows should be left partly open. The doors must be locked.
- On the ground floor, the windows should remain closed and the blinds should be completely lowered for safety reasons. These classrooms, like the rest, will be ventilated every morning.
- There is a disposable paper roll and surface disinfectant in each classroom. Every teacher should clean the table, keyboard and mouse before using them.



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HYGINE AND SAFETY MEASURES FOR ALL USERS THE LANGUAGE CENTRE:

Members of staff who come to the Language Centre (teachers, management staff or administration team) can take a hygienic mask from the Concierge of the Centre (one mask per person per day), although they may use personal masks, if applicable.

Members of staff from other companies who carry out their activity in the Language Centre (cleaners, concierge, etc) should wear the hygiene masks provided by their companies.

Visitors and users of the Language Centre (mainly students) must also wear their own face masks at all times.

All the students must wash their hands with the hand sanitiser available at the entrance of every classroom. They will also be provided with a paper towel and surface disinfectant to clean their desks and chairs.

Students must enter their classrooms using the main door next to the whiteboard and should leave the classrooms using the door at the back.

During the breaks, teachers should remind students to keep social distance in the corridors and when entering or leaving classrooms. It is the students' responsibility to avoid a build-up of people inside the building, either outside the classrooms or in the common areas.

If anyone displays symptoms of COVID-19 infection, they will be isolated in a special room ("United Kingdom", on the third floor or the room next to the elevator machinery on the fourth floor). A hygienic mask will be provided to the suspect and another face mask (FFP2 without a valve) to the person who stays with him/her. You must contact this telephone number immediately (Castilla y León: 900 222 000) and follow the Health Authorities instructions.

If a student leaves a personal item in the classroom or in the common areas (water bottles, personal belongings) and there is no way to identify the owner, the Language Centre reserves the right to dispose of these items for hygiene reasons.

() These measures are subject to current regulations, as indicated by the Health Authorities.*

FACILITIES MANAGEMENT OF THE LANGUAGE CENTER - UNIVERSITY OF VALLADOLID