



Barcelona School
of Tourism, Hospitality
and Gastronomy

Contingency plan of the Center for the health crisis caused by the COVID-19

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1. Introduction

Order SND/535/2020 of 17 June, established that the entire territory of Catalonia was to move to phase III of the Plan for the de-escalation of the extraordinary measures adopted to deal with the COVID-19 pandemic.

As a result of the above/mentioned order, on 18 June the President of the regional government of Catalonia issued the Decree 63/2020 on the new governance of the health emergency caused by COVID-19 and on the start of the recovery phase in Catalonia; this Decree left without effect the measures derived from the declaration of the state of alarm throughout Catalonia.

Also on June 18 Resolution SLT/1429/2020 was published in the DOGC, in which the regional Counsellor of Health and the Counsellor of the Interior, as members of PROCICAT's Management Committee of the action plan for emergencies associated with emerging communicable diseases with potentially high risk, adopted basic protection and organizational measures to prevent the risk of transmission and promote the containment of SARS-CoV-2 infection. This resolution requires the establishment of measures so that educational activities with a higher risk of community transmission could be carried out under conditions that prevent the risk of contagion and possible outbreaks.

These measures had to be complemented by a sectoral plan drawn up and approved within the framework of PROCICAT's action plan. On June 29, 2020, PROCICAT approved, therefore, the Sectorial Plan for Universities which, to wager the maximum provision of service, anticipates that the universities of the Catalan university system can develop face-to-face academic, research, and knowledge transfer activities, as well as administrative and support tasks.

To the same end, the Department of Education through the Secretariat of Educational Policy has defined the instructions for the 2020/2021 school year for schools in Catalonia.

PROCICAT, through Resolution SLT/1648/2020, of 8 July, has established new measures on the use of face masks to contain the epidemic outbreak of the COVID-19 pandemic and indicates that people over six years old are required to wear a face mask in any closed space for public use regardless of the physical interpersonal safety distance. Decree-Law 27/2020 of July 13, amending Law 18/2009 of October 22, on public health and the adoption of urgent measures to address the risk of COVID-19 outbreaks, purposefully established the measures that can be adopted in pandemic situations, the procedure to be followed, and

the indicators that objectively justify the adoption of these measures. While this situation persists, CETT will apply, among others, the organizational and prevention measures established in the resolution by the Chancellor of the University of Barcelona dated July 21, 2020, as well as the measures, presented by the Catalan Department of Education; these measures may be adapted with the necessary flexibility, to the particularities of the Center.

In this regulatory context, CETT has developed and approved its specific contingency plan, which follows, among others, the measures established in the University of Barcelona's Sectorial Plan and the instructions by the Department of Education, which already take into account current regulations and the recommendations by the competent authorities in each area.

The Contingency Plan of the CETT will be updated, if necessary, if changes occur, and will be in force while the health emergency lasts.

2. Teaching framework and CETT pedagogical model

CETT, anticipating the new circumstances and socio-labor trends, has initiated a transformation of its pedagogical model to generate a new teaching-learning model that combines the most innovative teaching methodologies, enriching teacher-student interaction with new technologies, and reinforcing the face-to-face teaching model with online elements that will allow students to have a complete and unique experience. The model also enables a rapid and flexible adaptation to likely scenarios, imposed or advised by external regulations, such as total and/or partial confinement. Thus, the model allows a student who is confined or for justified reasons to follow his education from home.

At the beginning of the 2020/2021 academic year, we are implementing a new pedagogical framework that has allowed a real transformation in the theoretical-practical face-to-face learning, complemented by virtual sessions and interactive resources to provide the best learning experience for our students. We have created, in short, a mixed teaching model, which combines face-to-face and distance learning activities. This model can eventually lead to a 100% attendance or a 100% distance training, depending on the evolution of the pandemic.

We want our students to use our learning spaces and facilities regularly, with adapted schedules. In this learning process, all students will be able to come to our facilities, which will be ready to welcome them.

3. Purpose of this Plan

The present Contingency Plan, specific for CETT, Barcelona School of Tourism, Hospitality & Gastronomy, a center affiliated to the University of Barcelona, aims to establish the basic protection and organizational measures to prevent the risk of transmission and to promote the containment of SARS-CoV-2 infection (COVID-19) while enabling full activity in all areas whilst providing the best service with the highest academic quality and health safety.

This Plan will be in force until the conditions and regulations on which it is based change and it covers the particularities of the different study programs at CETT. If it is necessary, descriptive cards for specific activities or modifications of the existing ones will be incorporated as annexes to this Plan.

All the academic activity must be carried following the hygienic-sanitary and physical distancing measures described in this document and the annexes and/or protocols drawn up by CETT.

4. Principles of action

The principles governing CETT's Contingency Plan are:

- The preservation of the health of academic and administrative staff and services, of students and collaborators who are related to these groups within the Center.
- The respect for the fulfillment of the dispositions established by the government authorities and by the current framework.
- The provision of the university and educational services.
- The guarantee of the achievement of the competencies established for each study program and their learning objectives.
- The provision of all educational support services.
- Compliance with the Prevention of Occupational Risks Law and other applicable regulations within the framework of this document.

5. Scope of application

The measures established in this Plan must be applied, with the appropriate specificities, to the whole of CETT community: students, administrative management and teaching staff, and external collaborators that carry out their activity in the premises, and in general, people who access CETT facilities.

6. Definitions

- **Suspected case of SARS-CoV-2 infection:** any person with clinical symptoms such as acute respiratory infection of any severity, including fever, cough, or shortness of breath. Other symptoms such as odynophagia, anosmia, ageusia, muscle aches, diarrhea, chest pain, or headaches may also be considered symptoms of suspected SARS-CoV-2 infection, depending on clinical judgment.
- **Confirmed case with active infection;** the following cases may occur:
 - Person who meets the clinical criteria for a PCR-positive suspected case.
 - Person who meets the clinical criteria for a suspicious case, with negative PCR and positive IgM serology (no rapid test).
 - Asymptomatic person with positive PCR and negative IgG or not practiced.
- **Confirmed case with resolved infection:** an asymptomatic person with positive IgG serology regardless of PCR result.
- **Discharged case:** suspicious case with negative PCR and negative IgM if IgM has been done, when there is no high clinical suspicion or epidemiological link to a confirmed case.
- **Probable case:** patient with a severe acute respiratory infection, with clinical and radiological criteria compatible with COVID-19, with negative PCR results and an epidemiological link to confirmed cases, either in closed settings or in family settings, as well as suspicious cases with inconclusive PCR.
- **Close contact:** any person who has been in the same place as a confirmed case at a less than two meters distance (6 feet) for at least fifteen minutes, without a face mask.

- **Vulnerable groups:** with the scientific evidence available as of June 2, 2020, the Spanish Ministry of Health has defined as groups vulnerable to COVID-19, people with cardiovascular disease, including hypertension, chronic lung disease, diabetes, chronic renal failure, immunosuppression, cancer in the active treatment phase, severe chronic liver disease, morbid obesity (BMI >40), pregnancy and people over sixty.
- **Particularly sensitive person:** a person who, because of personal characteristics or known biological state, including someone who has a recognized physical, psychological or sensory disability, is particularly sensitive to risks arising from work. These aspects must be considered in risk assessments and, according to these assessments, the relevant prevention and protection measures must be adopted.
- **Particularly vulnerable person:** a person who presents risk factors related to his/her health status, which may lead to a higher probability of developing the COVID-19 if exposed to SARS-CoV-2 or to present an unfavorable or more serious clinical evolution in case of suffering the disease, based on epidemiological and clinical criteria. It needs specific attention to avoid the risk of contagion.
- **Stable group:** corresponds to a group of students who share the same study program, schedules, and classrooms at all times.
- **Non-stable group:** corresponds to a group of students who share the same study program but at certain times may be together in a different space. A group is not stable in the following cases:
 - Languages: the groups are established according to the level of command of the language and, therefore, are not considered stable groups.
 - Part-time students.
 - Students who access their studies through the transfer of their academic records and be registered with different groups.
 - Students who access undergraduate studies from vocational courses and with validated ECTS for their degree course.
 - Students who retake one or more subjects.

7. Responsibilities

It is up to the Management of each study program to lead the implementation of the measures contained in this Plan.

Individuals and groups in the CETT community and external individuals who access campuses are responsible for complying with all the measures set out in the Plan, which are mandatory. To implement the Plan, the active collaboration of the people responsible for each area is necessary and all staff have to cooperate and collaborate. Within any space set aside for teaching, teachers must require students to comply with the protection measures indicated, as a requirement to continue with the activity.

In short, the entire CETT community must assume the general duty of protection and adopt preventive behavior. In this sense, social behavior committed to fighting against the pandemic is essential, based on the following premises: frequent hand hygiene, physical interpersonal safety distance, and the use of a face mask at all times. Individual measures of isolation and contact with health services as soon as compatible COVID-19 symptoms appear are also critical.

It is the responsibility of Management of each study program to ensure compliance with the rules and instructions established by higher education and university authorities and by the health authorities in the field of safety and health in their area of action, including the measures associated with the prevention of contagion by COVID-19 indicated in this Plan. If necessary, management for each study program may define more specifically the role of instructors and any other person responsible for the organizational structure, to enable them with the necessary authority to require compliance with the measures established from people who carry out the activity in their area of action (classroom, space or activity); all staff will be informed so that they are aware of such organizational change.

It should be noted that on 04/03/2020 CETT Health Council was created to ensure the implementation of the COVID-19 Contingency Plan and measures in response to the pandemic and to deal with possible queries from the CETT community on COVID-19 issues. The Council is made up of Management and Legal and Labor Services members at CETT.

7.1. Specific protocols for study programs and services of the Center

To achieve adequate management, some specific protocols have been established to complement this Plan.

- The Center has elaborated and implemented preventive and ordinary cleaning and disinfection protocols in the most sensitive points, and of

corrective cleaning and disinfection if a probable or confirmed case of contagion was detected (see annex "Card 2. Cleaning and disinfection, and ventilation of general spaces and workspaces").

- Likewise, a protocol corresponding to maintenance tasks has been drawn up, taking special care concerning those activities that are necessary to guarantee the ventilation of the spaces, as an essential element to avoid contagion. The elaboration of the protocols has been carried out following the recommendations by the relevant authorities (see annex "Card 2. Cleaning and disinfection, and ventilation of general spaces and workspaces").
- Those responsible for the organizational structure (study programs managers, coordinators, etc.) have developed a specific protocol, in line with this Contingency Plan and other rules of application, which defines in its scope of action the general and particular activities to carry out to minimize contagion. This protocol identifies the persons involved, monitoring and registration of persons, the need for extraordinary cleaning and disinfection, signaling requirements, individual and collective protective equipment, and other materials that may be deemed necessary¹.

7.2. Registration of attendees

If it is not possible to maintain physical interpersonal distance and its equivalent in safety surface per person, as indicated in section 10 of this document, "Organizational and individual protection measures. Interpersonal safety distance and space capacity", a group list or a [register](#) with the participants' data must be available. In any case, it is up to each person responsible for the activity or the corresponding field of action to guarantee the elaboration of this register².

7.3. Particularly vulnerable staff and groups vulnerable to COVID-19

¹ The information will be available in the specific Student Guide for each study program.

² The personnel of common services of Training and Management, can refer to point 9 of the document "Protocol of safety measures for the prevention of the COVID-19" available at:

<https://www.cett.es/fitxers/campushtml/MenuItems/23586/Protocol%20de%20mesures%20de%20seguretat%20prevenc%C3%B3%20de%20la%20Covid-19%20al%20CETT.pdf>

Following current regulations, specific measures must be taken to minimize the risk of transmission to staff considered particularly vulnerable and who have to work on the premises. To this end, the conditions that allow the work to be carried out without increasing the risk of the health condition of the worker must be considered (see annex "Card 5. Especially vulnerable staff and groups to COVID-19").³

7.4. Action in suspicious confirmed or re-emerging cases in CETT

The Center has drawn up specific procedures for action in the event of a suspected or confirmed case of contagion by COVID-19 and has defined the actions that will allow us to act quickly when cases of COVID-19 related symptoms or possible contagion are detected (see annex "Card 1. Procedures for action in cases of infection by SARS-CoV-2 coronavirus in the premises")⁴.

The procedure foresees the communication to the health authorities, the need, if applicable, for isolation, the partial ceasing of the activity, the corrective measures to be taken (such as cleaning and disinfection of the spaces before reactivating them), as well as the communication to those responsible for the activity for the rapid identification of possible or probable infections and the planning of the corrective activities to be considered. Failure of CETT staff or students to comply with any of the obligations established in the procedure is considered a serious breach and may lead to the imposition of the relevant disciplinary responsibilities.

8. Identification of the risk

The SARS-CoV-2 virus belongs to the Coronaviridae family, and according to the current classification established by the Commission Directive (EU) 2020/739⁵, of June 3, 2020, it belongs to group 3, regarding its level of biological risk⁶.

³ The personnel of common services of Training and Management, can refer to the document "Protocol of safety measures for the prevention of the COVID-19" available at: <https://www.cett.es/fitxers/campushtml/MenuItems/23586/Mesures%20de%20seguretat%20per%20a%20la%20prevenci%C3%B3%20de%20la%20Covid-19%20al%20CETT%20Setembre.pdf>

⁴ The personnel of common services of Training and Management, can refer the document "Protocol of safety measures for the prevention of the COVID-19" available at: <https://www.cett.es/fitxers/campushtml/MenuItems/23586/Mesures%20de%20seguretat%20per%20a%20la%20prevenci%C3%B3%20de%20la%20Covid-19%20al%20CETT%20Setembre.pdf>

⁵ Directive (EU) 2020/739 of the Commission, of 3 June 2020, which modifies Annex III of Directive 2000/54/EC of the European Parliament and the Council by including SARS-CoV-2 in the list of

The Contingency Plan takes into account the identification of the risk of exposure to the virus in the different activities carried out in the workplace and proposes preventive measures in each situation. According to the Procedure for the evaluation of the Spanish Ministry against COVID-19, it is considered that, in general terms, the people who carry out their activity in the Center-workplace are in a scenario of a low probability of exposure.

Despite the low exposure, the entire CETT community must comply with hygiene and prevention measures established by the health authorities and contained in this Plan. It is also recommended to consult the "Procedure of action for the labor risks prevention Services in front of the exposure to SARS-CoV-2" by the [Spanish Ministry of Health](#).

9. Risk Assessment

The evaluation of the specific biological risk of the activity and the proposal of necessary preventive and protective measures must be made following the provisions of Royal Decree 664/1997 of 12 May 1997 on the protection of workers against risks related to exposure to biological agents at work. To carry it out, the following will be taken into account: the nature of the SARS-CoV-2, the recommendations of the health authorities, the scientific information available at each moment, the type of activity carried out by CETT personnel, the effects that may derive from the professional activity, the installations where this activity is carried out and the additional risk for workers who are particularly sensitive to the risk.

The companies that carry out their activity in the Center's building must coordinate the preventive activity according to the indications set out in the annex "Sheet 6. Coordination of the preventive activity"⁷ of this document.

10. Organizational and personal protection measures

All activities carried out at the Center comply with the measures established by Resolution [SLT 1429/2020](#) and Resolution [SLT/1648/2020](#). While the staff is

biological agents that are known human pathogens, as well as Directive (EU) 2019/1833 of the Commission.

⁶ A biological agent of group 3 can cause disease in humans and presents a serious risk for staff; the disease can spread to the community, but there usually is effective prophylaxis or treatment

⁷ The personnel of common services of Training and Management, can refer to the document ["Medidas de seguridad para la prevención de la COVID-19 en el CETT"](#)

physically in the workplace, they must adopt the necessary measures to avoid generating risks of the spread of the COVID-19 infection, as well as avoiding exposure to such risks.

The individual and collective protection measures are mainly based on frequent hand hygiene, minimizing the impact of reflex respiratory mechanisms (avoid coughing directly into the air, cover your mouth with the inside of your forearm and avoid touching your face, nose, and eyes), maintaining physical interpersonal safety distance, use of face mask, etc. In the event of a suspected or confirmed case of contagion by COVID-19, the protocol set out in annex "Card 1. Procedures for action in cases of infection by SARS-CoV-2 coronavirus in the premises " of this document⁸ must be followed.

10.1. Duty of self-protection

All members of the CETT community must adopt the necessary measures to reduce risks of the spread of the COVID-19 infection, as well as the exposure to these risks, by adopting individual and collective protection measures based on:

- Frequent hand hygiene with soap and water or hydroalcoholic gel (see here how to wash your hands with soap and water). CETT has facilitated hand sanitizers in different parts of the building and ensures the proper functioning of these devices.
- Hygiene of respiratory symptoms (avoid coughing directly into the air, cover your mouth with the inside of your forearm, and avoid touching your face, nose, and eyes).
- When coughing or sneezing, it is recommended to use single-use tissues that, once used, must be thrown in the garbage can available on the premises.
- Maintain a minimum safe interpersonal distance of 1.5 meters whenever possible.
- The mandatory use of a mask without a valve. If a face mask is lost or damaged, it must be replaced immediately.
- The prioritization of paperwork in electronic format.
- Avoiding crowding by adapting staggering entry and exit.
- Making arrangements by appointment.
- The natural ventilation of spaces for the maximum possible time.

⁸ The personnel of common services of Training and Management, can refer the document "Protocol of safety measures for the prevention of the COVID-19" available at: ["Medidas de seguridad para la prevención de la COVID-19 en el CETT"](#)

- Self-cleaning of shared surfaces and equipment.
- It is recommended to take the same seat during the whole working, teaching, and/or learning day.
- It is prohibited to change classroom furniture or common spaces layout arrangement.
- Eating and drinking are prohibited in classrooms and common areas, except spaces adapted for this purpose.
- Regularly disinfect cell phones.
- Meetings, tutorials, interviews, etc. should be online whenever possible.

Any member of the CETT community who presents COVID-19 related symptoms or has been in close contact with a case, cannot join their face-to-face activity in the Center and must contact the public health system (061) and the Medical Service, and follow their instructions. If the presence of symptoms is detected when the activity is carried out on the premises, you must notify them accordingly (this information is detailed in the COVID-19 case detection plan for students⁹ and teachers¹⁰).

10.2. Interpersonal safety distance and space seating

Factors associated with activities with a higher risk of SARS-CoV-2 transmission that need to be addressed include: conducting activities indoors, especially if they are not well ventilated and participating in activities with a high density of people and a long duration. To reduce these risks, basic protection measures must be adopted, both organizationally and individually.

Work in the premises is organized under the indications by the competent authorities, for those jobs where it is feasible to physically attend the workplace, and as long as the correct provision of the service is guaranteed. Work in person (which consists of providing the services in the usual centers and workplaces) is the normal mode for jobs that require presence and cannot be carried out remotely. In general, for the organization of teaching and research, and in general for any activity that takes place in closed spaces of the Center, the following aspects should be taken into account:

- **Safety interpersonal distance**

⁹ <https://www.cett.es/fitxers/campushtml/Menultems/23936/Detecci%C3%B3%20COVID-19%20ALUMNAT.pdf>

¹⁰ <https://www.cett.es/fitxers/campushtml/Menultems/23586/Mesures%20de%20seguret%20per%20a%20la%20prevenci%C3%B3%20de%20la%20Covid-19%20al%20CETT%20Setembre.pdf>

The minimum physical safety distance is 1.5 meters. Said distance cannot be less than one meter in closed spaces, except in practical sessions that require it or when activities require tending to people who require a shorter distance. In the exceptional case that the safety distance of 1.5 meters between people cannot be maintained, a register of potential assistants must be kept, and traffic measures must be provided for to avoid crowding at intersections or points of high density.

- **Mandatory use of face masks**

The use of the mask is always mandatory, in any facility of the Center.

Its use is not mandatory for people who present breathing difficulties, which may be aggravated by the use of the mask or when it may cause a behavioral disorder. In case of doubt, the Health Council will establish the appropriate measures and protocols for action in each case.

- **The capacity of the spaces**

The capacity of any space is determined by the equivalent of a safe space of 2.5 m² per person unless a more restrictive value applies due to the type of activity. CETT establishes, both in closed spaces and in open spaces an interpersonal safety distance of 1.5 meters in general.

- **Meetings and/or tutorials**

Video conferencing should be prioritized for business meetings.

In the case of tutorials, they must be held online.

Table 1. Safety distance and seating criteria in the Center

Type of space	Interpersonal distance	Mandatory face mask	Attendee registration	Maximum occupation
Classrooms	1,5 m	Yes	No	In general terms, on available space, 2.5 m ² per person must be guaranteed as long as there are no more restrictive regulations.
	1 m	Yes	Yes	
Practical classrooms	1,5 m	Yes	No	
	< 1 m, if the practice requires it	Yes	Yes	
Resource Center	1,5 m	Yes	No	

10.3. Conducting conferences, research or knowledge transfer activities, and tribunals

Priority is given to telematic tribunals/panels; exceptionally, courts, panels, and awards may be organized in person, with prior authorization by CETT's Health Council. If they are carried out in person, they must respect the rules of safety distance and capacity established in this Plan.

Congresses and other similar events of a scientific nature may also be organized, provided that the number of participants is adjusted to the capacity of the place where the event is to be held, calculated from a safety area of 2.5 m² per person, and the minimum interpersonal distance of 1.5 meters is maintained.

The physical interpersonal distance can be reduced to a minimum of one meter. However, if this lasted more than fifteen minutes, it would be necessary to carry out registration of attendees and to provide for traffic measures to avoid crowding at intersections or points of greatest influx.

In each specific space, it is up to the person responsible for the activity or the corresponding field of action to guarantee the registration and contact details of attendees. In teaching activities, the person responsible for the activity must make the registration according to the teaching groups or the actual students.

10.4. Field trips and work

Priority is given to training outings that involve visits to open spaces and talks by professionals in the premises. In all cases, rules of safety distance and the mandatory use of the mask must be respected even if the activity takes place in an open space.

10.5. Travel

Trips abroad must be justified and authorized by the person in charge. Risk areas established by the competent health authorities must be avoided. Likewise, the appropriate communications must be made to be able to process the trips following the legislation in force. Concerning inbound mobility, the criteria established by the health authorities must be applied.

11. Organizational measures in the field of education and employment

The measures relating to teaching spaces take into account the following aspects:

- The mandatory use of the mask.
- The 2020/2021 academic year has been planned with a predicted occupancy that complies with the applicable regulations.
- The physical interpersonal distance can in no case be less than one meter between people without regular contact, except when the teaching methods that require it, either by their nature or by the specificity of the space where they are carried out.
- Regardless of whether this safety distance can be maintained, the use of the face mask is obligatory with the exceptions established in the previous section.
- To facilitate traceability in the event of an eventual contagion, the Center has enabled systems for identifying potential attendees in face-to-face classes.
- Indications have been established to organize attendees' flow.
- Schedules have been organized to reduce as much as possible the number of interactions and the coincidence of students at the same time between groups of different study programs.
- The recess between classes has been established in different timetables to avoid accumulation in the Forum or the external spaces of the premises.
- Priority is given to holding meetings virtually. However, in the case of face-to-face meetings (institutional, research, seminars, information sessions, family tutorials, etc.), these will always be carried out guaranteeing the distance, safety, and hygiene measures included in this Plan.
- Priority is given to online procedures or telephone assistance in the services with public attention.
- Face-to-face attention should be limited to issues that cannot be done online, and always by prior appointment.

- Circulation within the Center, idling in corridors and transit areas and common spaces are reduced.

Staff at Training and Management Common Services

In the case of staff at Training and Management Common Services, complementary organizational measures are applied, such as working hours flexibility through remote work. Each service manager has drawn up a proposal for flexible timetables, taking into account the principles of:

- Maintaining the minimum interpersonal distance.
- Adjusting the occupancy of the services.
- Guaranteeing the provision of service and attention to students.
- Reduce staff travel.

These measures may vary depending on the health situation.

12. Structural measures

The current situation requires the implementation and adaptation of a series of habits and an increase in hygiene and preventive measures in the premises, for which close collaboration and involvement of the entire CETT community is essential. Below you can find the main ones.

12.1. Access, circuits, and signaling

- CETT has established an entrance door to the building and an exit door, which are differentiated and adequately signaled. Also, the circulation routes through the common spaces have been signaled. Likewise, CETT, to inform about the hygiene and safety measures to be followed, has included information signs in halls and transit areas and has adapted the signaling of common spaces, toilets, and elevators.
- Access to the upper floors of the building must be made by the signposted stairway and avoiding direct contact with the handrails; the use of the elevators is limited to two people. Priority to use these elevators is given to people with disabilities.
- Care must be taken to ensure that the doors of the spaces are open whenever possible, as long as fire protection regulations or weather conditions allow.

- Care should be taken not to tamper with door handles.
- In the event of an emergency, if the intervention teams do not have the necessary personnel, the emergency manager must review and adapt the protocol to ensure, as far as possible, that the situation can be dealt with.

12.2. Building ventilation

Air renewal of spaces is considered a very effective measure to prevent COVID-19. It is recommended to ventilate spaces at least three times a day for a minimum of ten minutes. To guarantee ventilation, an essential element to avoid infections, the following recommendations should be followed, among others:

- During ordinary cleaning operations of the rooms, whenever possible, windows should be opened to ensure natural ventilation and air renewal. CETT has reinforced the cleaning of the air filters.
- CETT has reinforced the monitoring of air conditioning systems to increase air renewal and maximize the supply of outside air.

Ventilation in the workplace

- Natural ventilation of spaces should be done as much as possible.
- Workspaces should be ventilated in 5-minute periods at the beginning and throughout the day. It is recommended that doors and windows be opened to encourage ventilation.
- Doors to work areas that are not for individual use and those permitted by fire protection regulations should be kept open when weather conditions permit.
- The use of fans with blades, which can be a source of dispersion of drops due to the airflow they generate around them, is prohibited.

Ventilation in teaching spaces

- Windows must be opened before classes and at the end, until the next class begins, to facilitate air renewal.

- Doors should be kept open whenever possible.

Ventilation in common areas

- Student common areas can be used following the established hygiene and protection measures.

12.3. Cleaning and disinfection of spaces

CETT has established a protocol of cleaning and disinfection specific for general spaces and those of more common use. A specific protocol has also been established for corrective cleaning if a probable or confirmed case of contagion is detected (see annex "Card 2. Cleaning, disinfection and ventilation of general and workspaces").

The Center places special emphasis on the cleaning and disinfection of surfaces that may come into contact with hands and uses products validated by the health authorities, respecting the safety of people and the environment. Likewise, it has cleaning material in all the spaces for the disinfection of the areas for personal use.

The cleaning frequency is tailored, depending on whether it happens in general spaces, washrooms, classrooms, or laboratories. All cleaning procedures consider the recommendations by the Catalan Department of Health.

13. Hygienic measures

The current situation demands the implementation and adaptation of a series of social habits and an increase in hygienic and preventive measures in the Center, for which the close collaboration and involvement of the entire CETT community is fundamental. Below are the main ones.

13.1. General hygiene measures

The general hygiene measures that have been adopted in different areas of CETT are the following:

- Complementary security measures of physical separation are available at public service points (Reception, Resource Center, Secretary Office, etc.), such as transparent protective partitions.
- Hand sanitizers are available at the entrances to the building and various points throughout the premises.
- Disinfectant products for work surfaces and paper dispensers are available for all the personnel who share a workspace.

Hand washing

All members of CETT community are required to wash their hands with soap and water or with hand sanitizer or hydroalcoholic solution, at the entrance and exit of the building, in the classrooms and the Resource Center, among others.

Waste

All personal hygiene material waste (masks, gloves, single-use wipes, etc.) must be disposed in the general waste bin, in garbage bins or containers protected with a lid, for which a collection protocol has been established.

Shared use equipment

Whenever possible, avoid sharing materials and equipment (computers, telephones, etc.), and work aids (staplers, pens, etc.). If this is not possible, the user should always disinfect them before and after use.

Personal protective equipment

The need to use personal protective equipment is determined by the activity carried out, according to the corresponding occupational risk assessment and, in the current situation of risk of contagion of COVID-19 and the recommendations of the health authorities for certain persons and/or activities.

13.2. Hygienic measures in toilets and changing rooms

- The maximum occupation of the toilets by users is calculated by applying the criteria of maximum capacity and general interpersonal safety distance, established in point 10.2 of this document.

- Spaces have been suitably signposted and the recommendation to prefer using paper to dry hands has been indicated by means of informative posters.
- The frequency of cleaning and disinfection of the toilets in the building has been intensified.
- The premises have been equipped with water and soap, as well as paper towels to dry hands.
- The premises have been equipped with garbage cans with lids lifted by a pedal.
- In the changing rooms, the norms of interpersonal security, occupancy, protective equipment, and other measures established, in general, in this Plan, as well as the particular ones applicable to each training and listed in the section "Annexes" of the present document, must be considered.

13.3. Hygienic measures in the kitchen and dining rooms

- Electronic Payment in outlets such as the Forum or the Restaurant Classroom is prioritized.

13.4. Hygienic measures in the kitchen and canteens

- In the canteens, follow the specific instructions of use (limited capacity and hygiene standards).
- Those groups that use the canteens during class time are stable groups and their safety distance is always guaranteed. The safety distance between different groups will also be guaranteed when they coincide.
- The interpersonal safety rules and rules regarding capacity, protective equipment, and other measures established in this Plan must also be followed. Signs have been placed to indicate the need for extreme hygiene when using household appliances (refrigerators, microphones, coffee makers, etc.) and the need for users to disinfect them after use.
- Avoid sharing food, utensils (cutlery, glasses, napkins, tissues, etc.) and other objects.

- The payment in spaces like the Forum and the Aula Restaurant should preferably be electronic.

13.5. Hygienic measures in kitchen classrooms and/or tasting rooms

- When it is not possible to respect the safety distance, a register of potential attendees is carried out and circulation measures are to be implemented.
- Users will be regularly informed about the measures to be taken, such as keeping the safety distance when entering the classrooms or washing hands before entering classrooms and kitchens, and when leaving too.
- Whenever possible, doors should be kept open and, if possible, windows too; if this is not possible when a class ends, the windows should be opened until the beginning of the next class, to favor air renewal. At the same time, the hygiene and health regulations for handling food must be respected.
- No classroom may be occupied until all occupants from the previous class have left.

13.6. Hygiene measures in the Resource Center

- Interpersonal safety norms, occupancy, protective equipment, and other measures established, in general, in this Plan are to be followed.
- It is mandatory to clean your hands, at the entrance and exit of the Center, with water and soap or with hand sanitizer or hydroalcoholic solution.

13.7. Hygiene measures in catering areas

To guarantee maximum health safety in these spaces, all users must respect the established indications and those that they may receive from those responsible for this service. We would like to inform you that during the school year 2020/2021, coffee and cocktails will no longer be provided in School spaces.

Menus of the Forum and the Restaurant Classroom will be available and may be consulted in digital format, through a QR and the Forum app enabled for this use.

When these spaces are open, interpersonal safety regulations, protective equipment and other measures established, in general, in this Plan must be followed. It is mandatory to clean your hands, at the entrance and exit, with soap and water or with hand sanitizer or hydroalcoholic solution.

- **Forum**

- The distance customers must keep when standing on a line is indicated with marks on the floor.
- Commonly shared elements such as sugar and oil dispensers, among others, have been replaced by individual mono dose.
- The layout of the tables has been modified so that the distances between chairs from one table to another is more than two meters.
- The occupancy is limited to the layout of the tables, and prior reservation is required.
- The meals on offer are elaborated under rigorous protocols of quality and food safety.
- The constant ventilation and air renewal of the space is guaranteed.
- There is a collection point for takeaway meals located at the beginning of the bar of the cafeteria.
- Tablecloths and single-use napkins are used.
- Our carte is available through QR codes and on the screens.

- **Restaurant Classroom**

- Shared use objects such as sugar bowls and olive oil bottles, among others, have been replaced by single-dose products.
- The layout of the tables has been modified in such a way that the distance between the back of one chair on one table to another chair on another table is more than two meters.
- The Restaurant Classroom capacity is limited to the total capacity of the tables; it is necessary to reserve for lunch.
- All our food is elaborated under strict protocols of quality and food security.
- Constant ventilation and renewal of the air in the space are also guaranteed.
- We use fabric hand towels and napkins, which are washed at 60°C or higher.

- **Workshop Room (dining room)**

- Due to its capacity, space will be for the exclusive use of students on practice; staggered times for use will apply and occupation will be limited.
- The layout of the tables has been modified so that the distance between chairs from one table to another is more than two meters.
- Stable group mealtimes will be maintained here.
- Those groups that make use of the dining room during class hours are stable groups and the safety distance between groups is guaranteed. If they coincide with other groups, the distance between the different groups will also be guaranteed.
- You must respect the layout of the furniture and follow the instructions as to where to sit in order to respect distances within stable groups.
- Avoid sharing food, utensils (cutlery, glasses, napkins, etc.) and other objects.

- In the dining room there will be a designated person for each table to handle the water jug and to serve meals to peers. Only one person will handle this element. Bread will not be served in shared baskets and products such as oil, salt, vinegar, mustard, etc. will be available in single doses.
- A disinfection kit located next to the microwave will be available after each use.

In general, the restaurant spaces of the Center are spaces for the consumption of food and drinks for customers and not social spaces. It is advisable to make a reservation via the established telematic means. If you have to wait because you do not have a reservation, you will have to wait outside the common areas. In general, the food offer will be available in digital format, accessing it through a QR and the app-enabled for this use.

The orders for table consumption will be made personally and will be attended by the students on practice and/or responsible for space. Customers will pay at their table, always by digital means. It holds not allowed to rearrange furniture and the existing layout must be maintained.

In the case of orders to take away, these will be made through the app, which will tell customers the time of collection. Space has been set up for collection which must be respected.

To guarantee the maximum health safety in these spaces, all users must follow the established indications and the indications given by people in charge of this service.

For reasons of hygiene, it is not permitted to use personal cutlery to dispense products.

14. Implementing attendance in the classrooms

Two fundamental principles have been followed to program attendance for the 2020/2021 academic year: (1) the safety of students and instructors, and (2) the achievement of the set learning objectives.

Operationally speaking, the application of these principles has been translated into the following measures:

a) The number of students in the classrooms considers the characteristics of each subject, the capacity of the teaching spaces, and compliance with applicable regulations on safety.

b) When programming 100 % attendance has not been possible, priority has been given to the teaching of those programs that cannot be carried out online (practical classes, workshops, certain types of assignments, etc.).

There may be occasions when a shorter distance than 1.5 meters between participants may occur if the educational activity requires it and the competent authorities allow it; in such cases always with the use of the mask. Besides, health regulations mean that it may not be possible, in most cases, for a classroom to be 100% full. Therefore, the study program and subject area at CETT has reviewed each of the facilities calculating capacity and has chosen the best of three possibilities, prioritizing face-to-face attendance.

- **Face-to-face.** Classes are held in the classroom, as usual, keeping safety distance and wearing a face mask, because the size of the classroom allows it. There are occasions when a shorter distance may be possible if the educational activity requires it and the competent authorities allow it; in such cases always wearing a face mask.
- **Face-to-face models are based on stable groups,** which work together, stably, and continuously over time. Classes are face-to-face and preferably in the same spaces.
- **Rotating model with class streaming.** Classes are streamed online for those who cannot attend because class attendance has already been

assigned. On a rotating basis, one group of students attends, and the rest follow the class on streaming. In this model, the class is streamed for students who are unable to attend the class in person, either because it is not their turn to attend or for other reasons related to the impact of the pandemic on the student's health or environment. All students in the same group will have access to the same percentage of face-to-face and/or non-face-to-face teaching of subjects enrolled.

If it were necessary to form groups by subject, area coordinators would organize these groups and inform the students. Belonging to one group or another indicates when the student is expected to attend a class in person.

Subject schedules will be maintained throughout the course, regardless of the teaching modality (100% face-to-face or blended) that is applied under health guidelines, but there could be some exceptions. It is recommended that both students and teachers check the schedules in advance.

Regardless of the teaching modality implemented, those students who, due to their situation (health conditions, family situation, etc.) cannot attend face-to-face, will be able to follow classes synchronously thanks to the model implemented and the technology applied. Likewise, most classes will be recorded and published in the Virtual Campus. This way, the impact of the virus on the students' ability to follow the classes is reduced to a minimum.

Reinforcement and the virtual environment

In this academic year, students are provided with academic resources, content and virtual tools from one of the best technology providers, such as Microsoft. Thanks to its TEAMS platform, which will be used for mixed teaching, innovative aspects such as digital gamification as a teaching methodology, and self-learning are incorporated. The CETT will provide a user guide for both students and teachers, which will be available on the Virtual Campus.

All the training courses given in the CETT are prepared to follow the teaching in an appropriate format for each training, where synchronous and asynchronous sessions will be combined according to the competences, the learning results and, in short, the type of training, always complying with the current health regulations and included in this Plan. In the CETT process of anticipating any scenario, the implementation of the TEAMS platform allows recording the sessions when necessary. All the information about the methodology, logistics and recommendations for the students can be found in the Student Guide of each of the training courses.

14.1. What material is necessary for the students?

To follow the course, it is recommended that students have a computer, preferably a laptop and a webcam.

If a student was in a situation of digital disadvantage for socioeconomic reasons, they have to inform studies coordination.

The student must check their signal, connection speed and other connectivity aspects.

It is important to note that, if the online classes are synchronous, instructors may always require students to have their camera on. Students should look after their presentation to the camera during the entire time of the class.

14.2. What equipment is necessary for instructors?

If due to the circumstances lessons were to be given in the synchronous mode, instructors will need access to a computer, preferably a laptop.

If an instructor does not have a computer with a camera and/or microphone, he/she has to communicate this by e-mail to the coordination of the study program he/she teaches.

It is important that the teacher checks signal, connection speed and other connectivity aspects.

Please note, if classes are synchronous, instructors must always have their camera on and must look after his or her presentation to the camera during the entire time of the class.

14.3. Recommendations for students before the start of the course

- Check the schedules and registration on Campus Virtual and, if you have any questions, contact studies coordination of your study program.
- Read the document "Specific instructions" of your study program about students' incorporation to classes, specific for each study program and available in the Students' Handbook.
- If necessary, make sure that the technical equipment to follow your study program at home is available.

- Inside the classroom, keep in mind that the room and the desk must be disinfected before and after use.
- Sign the student self-declaration form.

14.4. Recommendations for instructors before the beginning of the course

Before the start of teaching

- To have satisfactorily passed CETT Teacher Trainers course.
- To foresee, bearing in mind the timing of the contents of the course, if there may be a change of methodology, from face-to-face to online.
- Make available to students all the updated material and activities through the Virtual Campus, as well as an updated calendar.
- To know the "Protocol of security measures for the prevention of COVID-19 at CETT"¹¹.
- To learn about the "Protocol for detection and monitoring of COVID-19 cases"¹².

During teaching

To guarantee maximum security in the academic environment, we ask for maximum collaboration in the application of the guidelines established by the Center, especially in aspects such as:

- Hand washing and/or use of hand sanitizer when entering the premises.
- Always wear a face mask.
- Maintain a safe distance both when circulating the Center and inside the classroom.
- Enter the classroom keeping the safety distance.

¹¹<https://www.cett.es/fitxers/campushtml/MenuItems/23586/Protocol%20de%20mesures%20de%20seguretat%20prevenci%C3%B3%20de%20la%20Covid-19%20al%20CETT.pdf>

¹² <https://www.cett.es/fitxers/campushtml/MenuItems/23936/Detecc%C3%B3%20COVID-19%20TREBALLADORS.pdf>

- Ensure that students clean their workspaces. All classrooms will have cleaning products for surface disinfection.
- Instructors must disinfect their desks, keyboard, mouse, board erasers and plugs used during the session before and after class.
- If instructors consider it appropriate to take a break during class, they must prevent students from gathering in groups inside the classroom; eating and/or drinking in the classroom is prohibited. Students should not leave the classroom to avoid crossing with other groups.
- If a break is taken, windows will be opened. Under no circumstances may students leave the classroom.
- Once the class is over, classroom windows must remain open for proper ventilation.
- If the class lasts longer than one hour, the room must be ventilated in the middle of the session, at least for 10 minutes.
- Avoid sharing materials and equipment. If it is unavoidable, wash your hands after each use.
- Keep all spaces clean and tidy.
- The use of paper materials is restricted to those cases when strictly necessary.

Once teaching is finished

- Instructors should disinfect their desks, keyboard, mouse, board erasers, and plugs used during the session.
- Instructors must guarantee that students keep a safe distance when leaving the classroom.
- If you have classroom keys, you must disinfect them and return them to Reception.

15. Privacy, data protection, and intellectual property

It is possible that part of the assessment of some subjects is done online. Student identification for tests is done via CETT mail's username and password, but sometimes it is also necessary to follow up on the performance of the test, so it may be requested to activate the webcam or equivalent. For more information on data protection, you can consult the Student's Handbook for each study program.

The production of online content will be constant in 2020/2021 year. Students will have at their disposal teaching material that includes recordings where there will be personal data (voice and image of instructors and perhaps also of fellow students) and original material produced by teaching staff. As a member of the

CETT community, this material can only be used in the teaching field. It cannot be shared in social networks or with colleagues from other universities, or in any type of web outside CETT. This type of action will be identified, prosecuted, and subjected to the disciplinary regime.

16. Specific cases of services related to teaching

16.1. Career Services and Alumni

CETT has set up Career Services and Alumni service fully, and prepare it for the adaptation of customer attention to different scenarios. In any case, the attention to users will be carried out both online and in the premises by prior appointment. Before being attended, students must follow the following recommendations:

- You should always wear a mask and keep the minimum 1.5 meters safety distance.
- The signs of the waiting areas must be respected to avoid crowding of the area and to wait in an orderly manner.

16.2. Academic Mobility and International Relations Office

CETT has set up the Academic Mobility service fully and prepare it for the adaptation of customer attention to different scenarios. Reception and individual attention to students, provided security measures are respected, will be done in person; otherwise, it will be done remotely.

16.3. 16.3. Resource Center Service

The Resource Center offers all planned services, either in person or remotely/virtually. However, seating measures are applied in accordance with current health regulations.

17. Information and self-declaration of responsibility for access to the workplace

All members of the CETT community are duly informed of the measures to be adopted in general. In this sense, CETT personnel have also received adequate training. It is also mandatory to have filled out and signed the relevant declaration.

18. Monitoring the Plan

CETT Health Council will ensure compliance with this Plan, following current health regulations. Likewise, it continues to implement its Integrated Quality and Environmental System following the requirements of the ISO 9001: 2015 standard.

The entire CETT community is reminded that information related to COVID-19 can be found on the CETT website, which is publicly accessible and is permanently updated (<https://www.cett.es/siqmac/ca/Covid-19>).

19. Annexes

19.1. Specific measures cards

Card 1. Procedure for action in cases of infection by the SARS-CoV-2 coronavirus in the Center

With increased mobility, presence and social contacts, the collaboration of the entire CETT community with the health authorities remains very important to ensure the rapid detection of any outbreak of COVID-19.

The guidelines for action are defined in the "Protocol for measures and monitoring of COVID-19 cases by CETT staff".

Card 2. Cleaning and disinfection, and ventilation of general and workspaces

Cleaning and disinfecting spaces is a key element in limiting the survival of the virus on surfaces and decreasing the ability to spread the infection.

Due to the current sanitary emergency, the use of disinfectant products for the cleaning of the building has been included. CETT cleaning staff follows both the

technical prescriptions (established by the health authorities) and the occupational safety measures.

Cleaning and disinfection are an elementary preventive measure that requires, in order to be more effective, an active collaboration from all the users.

Some examples of collaborative actions are keeping the workplace tidy (clean desk policy), avoiding sharing equipment and tools as much as possible, frequent hand hygiene, etc.

General instructions

- The cleaning service must ensure that soap is available in the sinks and dining rooms, and that paper towels are available to dry hands, as well as to empty wastebaskets. Likewise, and whenever possible, windows should be opened during operations to encourage air renewal with natural ventilation.
- The cleaning and disinfection of those surfaces in the common areas that are likely to come into contact with hands on a more regular basis have been intensified, and special emphasis has been placed on this.
- The frequency of cleaning will consider the degree of occupation and traffic of the premises or areas of the buildings and will prioritize those with the highest flow of people.

The following are considered as priority elements:

- Handles, doorknobs, cabinets, and filing cabinets.
- Elevator switches and push-button panels.
- Customer service panels.
- Protective screens and windows for public attention.
- In dining rooms, contact areas of equipment and common use such as microwaves, refrigerators, tables and counters, telephones, etc.
- In the toilets: taps, sinks, worktops, shelves, switches, toilets, and toilet controls.
- Keyboards and mice, especially in consultation or community computers when these are operational.
- Water fountains and vending machines, as well as tables in vending and similar areas (social spaces).
- Photocopiers are located in common areas.
- Meeting rooms that have been occupied/used.

- Changing rooms and related spaces and, in general, any surface or point of frequent contact.

The entire premises are cleaned and disinfected daily and such cleaning is adapted to the level of occupation and use of the spaces. Disinfectant products and paper are available in all classrooms to clean surfaces.

In the teacher's room and other common rooms, disinfectant products and paper will be available to clean surfaces in contact with this equipment (table, keyboard, mouse, etc.).

The collaboration with the self-cleaning is requested to users in spaces where it is difficult to work individually.

Area supervisors must make sure that the surfaces associated with possible or confirmed cases are cleaned and disinfected under the conditions established in the protocol developed by the Center.

Card 3. Preventive measures in public attention spaces and other singular spaces

The spaces of attention to the public are spaces that require special attention. Specific measures must be established to prevent the spread of infection from the staff of these spaces, other staff, and users.

a) Measures before contact with the public

- Only work-related visits are attended to face-to-face.
- Only visits from people who must make arrangements that are impossible to carry out by other means (telephone, electronic) are attended to.
- Prior appointment is encouraged.
- Visits from staff from other departments are considered external.
- Visits in most customer service posts, should be, whenever possible, programmed in shifts so that the visiting staff maintains an interpersonal distance of 1.5 meters.

b) Measures before contact with the public

The objective for all the spaces listed below is to minimize contact between staff through common measures, ordered according to priority, and between staff and the public, through physical means of collective protection. The general measures are:

- Ensure a minimum safety space of 1.5 meters.
- Set a maximum capacity in the space that allows the safety distance. If necessary, establish an access control at the entrance so that the staff who are waiting keep the interpersonal distance, using the corresponding signposting.
- Enable collective protection measures: partitions or other systems.
- Provide hand sanitizer or hydroalcoholic solution for hand disinfection, in case staff must carry equipment and do not have it with them.

c) Specific structural measures for the workplace

These special structural measures for specific jobs are added to the general measures in the document "Protocol of safety measures for the prevention of COVID-19 in the CETT ¹³".

In addition to the measures in this protocol, the following general measures have been implemented:

Reception

- Partition screen.
- To collect objects delivered (keys, parcels, or other), staff must always wear a mask, and the delivered objects must be disinfected accordingly.
- There are markings on the floor so if there is more than one person by the information point, people waiting can keep the safety distance.
- The recommendations for the departments with attention to the public can be found in point 5 of the document "Protocol of safety measures for the prevention of COVID-19 in the CETT".

Secretary Office

Deliveries collection is done under the same conditions as at Reception and following the same protocol.

The recommendations for the departments with attention to the public can be found in point 5 of the document "Protocol of safety measures for the prevention of COVID-19 in the CETT".

Resource Center

¹³<https://www.cett.es/fitxers/campushtml/MenulItems/23586/Mesures%20de%20seguretat%20per%20a%20la%20prevenci%C3%B3%20de%20la%20Covid-19%20al%20CETT%20Setembre.pdf>

It is open to students for all purposes: self-study, and book exchange or loan (delivery of books or other materials or objects). As previously, organizational measures that respect health regulations have been implemented (safety distance, hand washing, disinfection of objects coming from outside, etc.).

Restaurant spaces

o Forum

- The service hours for the 2021 school year will be from 8:00 a.m. to 5:00 p.m. Space is intended for the consumption of drinks and food by customers, not as a socializing or meeting space.

- It is not allowed to move the furniture (tables and chairs) and its layout should be respected.

There will be two types of service: table service (the customer will wait to be served at the table) and exclusive take away service via the app (the customer accesses the collection point).

- The tables are identified with an "Available" sign once they are clean and disinfected.

- There will be three shifts for the lunch service: 1 pm, 2 pm, and 3 pm, and it is recommended that you make a reservation in advance. Reservations can be made through the Fork, by telephone (93 428 07 77, ext. 7310) or by e-mail (forum@cett.cat). Whether you have a reservation or not, you must wait to be attended by the person in charge. Our head waiter will accompany the clients to the table.

- Orders for consumption at the table will be made personally and will be attended to by the students in practice and/or those responsible. Customers will pay from the table, always by digital means, by card or smartphone. Cash will not be accepted.

- If you don't have a reservation, you will have to wait outside the common areas and out of the way.

- Forum staff should encourage clients to wash their hands with hand sanitizer at the entrance and when leaving.

- Tables, chairs, and service utensils should be cleaned and disinfected after each service.

- The Jardinet will be a space to enjoy take away preparations. It will have a self-service disinfection kit and a recycling bin.

- For hygiene reasons, it is not allowed to use personal dishes to dispense products.

o Restaurant Classroom

- The opening hours for the 2021 school year will be from 1.30 pm to 3.30 pm
- The space is intended for the consumption of drinks and food by customers, not as a space for socializing or meetings.
- The staff must encourage customers to wash their hands with hand sanitizer at the entrance and when leaving the space.
- The staff at the point of sale (check-in) will be permanent.
- Reservations can be made through the Fork, by telephone (93 428 07 77, ext. 7311) or by e-mail (aularestaurant@cett.es).
- If you have no reservation, you will have to wait to be attended. The waiter in charge will accompany the clients to their table from the reception.
- Orders for consumption at the table will be made personally and will be attended to by students in practice and/or those responsible. Customers will pay from the table, and always by digital means.
- Tables, chairs, and utensils will be cleaned and disinfected after each service.
- To respect the security measures, the layout of the room, the furniture, and the number of guests cannot be modified.
- The form of payment will be by card or smartphone. Cash will not be accepted.
- You must wash your hands, at the entrance and exit, with water and soap or with hand sanitizer or hydroalcoholic solution.

The recommendations for the Restoration Areas can be found in point 10 of the document "Protocol of safety measures for the prevention of COVID-19 in the CETT".

o Other administrative workplaces that may attend the public

There may be other departments where attendance to external or internal visitors is necessary or spaces whose layout makes it difficult to comply with general security measures. In these cases, the preventive measures to be adopted should be determined in a more tailored way, but always bearing in mind that:

- A mask must always be used, both in the work area with necessary access to shared areas, when using shared devices (printers, telephones, etc.), shared consultation documents (books, folders, etc.), etc. In any case, you should try to reduce the shared use of these devices as much as possible.

You can find the recommendations for departments that deal with the public in point 5 of the document "Protocol of security measures for the prevention of COVID-19 in the CETT".

Card 4. Preventive measures in general administrative areas and practical classrooms

General measures

The measures aim to minimize contact between staff and the public by physical means:

- Ensuring the minimum safety distance of 1.5 meters.
- Establishing a maximum capacity in the space of 2.5 m² per person, which allows for maintaining the minimum safety distance.
- Provide hand sanitizer gel or hydroalcoholic solution for the subsequent disinfection of the material to be used, if necessary.

Administrative areas

The distance between the workstations must be distinguished from that between a workstation and a distributor (corridor, lobby, etc.). Moving along the corridor makes it difficult to meet the interpersonal distance.

It must be considered that staff may move around the workstations, along corridors, hallways, etc., situations in which it is difficult to maintain a safety distance of 1.5 meters. In any case, the use of a mask is always compulsory.

Practical classrooms

In most practical classrooms such as the Kitchen, the space between furniture and appliances is very small, so it is difficult to maintain the required minimum safety distance.

Considering the mobility of the instructor in the classroom, it is complicated to think of the protective measures of this space as those of an office. Therefore, small groups must be prioritized. As for larger practical classrooms, workspaces must be designed with enough distance and the obligatory use of individual protection.

CETT has also developed a specific protocol of measures for this type of classroom under the HACCP standard adapted to COVID-19.

Card 5. Especially vulnerable personnel and groups vulnerable to COVID-19

Following current regulations, specific measures must be taken to minimize the risk of transmission to particularly sensitive personnel (PVP) who have to work in a face-to-face manner.

If a PVP is identified, the Occupational Risk Prevention Services will be informed so that, in the application of the regulations in force, they can issue a report on the necessary preventive, adaptation, and protective measures. To this end, the person must observe the conditions that allow the work to be carried out without increasing the risk inherent in the health condition of the worker.

With the scientific evidence available on June 2, 2020 (scientific and technical information on COVID-19 from the Ministry of Health, the European Center for Disease Prevention and Control, and the Centers for Disease Control and Prevention), the Ministry of Health has defined, as groups vulnerable to COVID-19, people with diabetes, cardiovascular disease including hypertension, chronic lung disease, chronic kidney failure, severe chronic liver disease, morbid obesity (BMI > 40), immunodeficiency, cancer in the active treatment phase, pregnancy and people over sixty years.

Card 6. Coordination of the preventive activity

The coordination of the preventive activity with the companies that carry out their activity in the CETT building must be developed in the same conditions as before the beginning of the pandemic.

All external companies' personnel must comply with the same safety standards established in general for CETT personnel.

The different department heads will provide information to the companies operating in the building on the protocol and security measures relating to their working conditions.

Card 7. Protective measures at home and in the workplace

Both when staying at home and during transportation from home to work, or vice versa, the general recommendations of the health authorities should be followed. These are especially important both in relation to interpersonal distance and in terms of relationships or close contacts with people with symptoms.

When traveling:

- Whenever possible, priority should be given to mobility options that best guarantee the interpersonal distance of 1.5 meters. Exceptionally, and given the current situation, priority should be given to individual transport and going on foot, by bicycle or personal vehicle (scooter or similar, motorcycle -better if electric- or, in the last case, car).
- If you take the car, you must be extremely clean and, if the rules allow it and you do not travel alone, you must try to keep as much distance as possible inside the vehicle. In this sense, you can consult the basic information on transport and mobility that the Ministry of Transport, Mobility, and Urban Agenda has prepared ¹⁴.
- If you use public transportation, you must wear your mask, and if you are traveling or meeting peers, you must maintain interpersonal distance.
- You can find information about subway and bus at:
 - Generalitat de Catalunya
 - Metropolitan Transport of Barcelona (TMB)
 -

Card 8. General preventive measures for students

To get to the Center

- If you travel by private vehicle, you can read the basic information on transport and mobility that has been prepared by the Ministry of Transport, Mobility and Urban Agenda¹⁵.
- In case of travel by public transport, you can find information on the metro and bus published by:
 - Generalitat de Catalunya
 - Metropolitan Transport of Barcelona (TMB)

In the case of movement on foot, the basic measures of safety distance between people (1.5 meters) and the obligatory use of the mask must be respected.

¹⁴ Ministeri de Transports, Mobilitat i Agenda Urbana.

¹⁵ Ministeri de Transports, Mobilitat i Agenda Urbana.

To access the Centre and move around the common areas

- The use of the mask is always mandatory and regardless of the maintenance of the safety distance.
- The established entry, exit, ascent, and descent routes must be respected to guarantee the recommended physical distance.
- The safety distance of 1.5 meters must always be maintained; access to classrooms and other spaces will be done preserving this distance. Crowding in corridors, hallways and even in open spaces should be avoided.
- The Center should be accessed with a face mask and hands should be cleaned and disinfected frequently and thoroughly, preferably with soap and water or, if not possible, with hand sanitizers.
- Access to the upper floors of the building should be via the stairs. The use of the elevators is limited to the minimum, always respecting the safety distance and using the mask. Preference is given to people with disabilities or reduced mobility to use the elevator.
- You can only circulate in the areas that are essential for doing the class or practice activity; you cannot circulate in unauthorized areas.
- Any student who identifies or presents COVID-19¹⁶ related symptoms is not allowed to access the Center. You must contact the public health system (by phone on 061 or at the primary care center) and you are obliged to inform your program coordinator.
- Also, no student who has been in close contact¹⁷ with a positive COVID-19 case in the last fourteen days can access the Center. This fact will also be communicated to studies coordination.
- If any member of the CETT community presents symptoms compatible with COVID-19 in the Center's building, they should notify the study coordination, withdraw from their activity, and go home to self-isolate. He must then notify the corresponding health authorities (your local health center, on telephone number 061), and follow the instructions.
- Students included COVID-19¹⁸ vulnerable the group should check with their doctor before starting classes, that their health condition cannot be

¹⁶ <https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/ciudadania/que-es-coronavirus/simptomes-i-tractament/>

¹⁷ For close contact with suspected or confirmed cases, in accordance with the Strategy for early detection, monitoring and control of COVID-19, it is understood that "any person who has been in the same place as a positive case, at a distance of fewer than two meters and for more than fifteen minutes (for example, partners, relatives and visitors).

¹⁸ With the scientific evidence available on June 2, 2020 (Scientific and technical information on COVID-19 from the Ministry of Health, the European Centre for Disease Prevention and Control, and the Centres for Disease Control and Prevention), the Ministry of Health has defined as well as

aggravated with face-to-face assistance. For any incidence or need, you should contact the study coordination.

General measures for theoretical and practical classes

- Extend hygiene measures and safety distance to prevent the spread of COVID-19.
- Keep doors open whenever possible and keep informed through posters.
- Avoid greetings with physical contact.
- Avoid close contact with other people (always maintain a distance of 1.5 meters).
- Ensure frequent hand hygiene. It is necessary to wash hands, when entering and leaving the classroom, with water and soap or using hand sanitizers located, for this purpose, in different spaces of the Center.
- Always wear your mask well (it must cover your mouth and nose perfectly).
- Ensure hygiene related to respiratory symptoms (avoid coughing or sneezing directly into the air, cover your mouth with the inside of your forearm, and avoid touching your face, nose, and eyes).
- Use disposable tissues and throw them away after use.
- Avoid using rings, bracelets, watches, or other decorations that can be contaminated.
- In classrooms that have mobile furniture, respect always the minimum distance of 1.5 meters between occupied places.
- Avoid the use of shared material (paper, pens, etc.).
- Clean up, before and after the activity, the workspace/classrooms occupied, and the equipment and materials used.
- Teachers should require students to wear masks in the classroom and to maintain a safe distance.
- The teachers are the authority in the classroom and may reinforce, for the mutual benefit of the assistants, the established preventive measures or, in case of non-compliance, suspend the activity.
- Failure to follow the instructions on distance and hygiene may lead, at the request of the instructor responsible for the activity, to expulsion from the classroom or suspension from the activity, without prejudice to the disciplinary consequences resulting from this. In the event of needing to

groups vulnerable to COVID-19, people with cardiovascular diseases, including hypertension, chronic pulmonary diseases, diabetes, chronic renal failure, immunosuppression, active tract cancer, severe chronic liver disease, morbid obesity (BMI >40), pregnant women and people over six years of age

apply measures of this type, coordination of studies will be informed to take the corresponding actions.

For further information, you may read the documents prepared by the CETT and available on the SIGMAC website, the Student's Handbook, or the Teachers' Guide, as appropriate.