

## **CONTINGENCY PLAN FOR POMPEU FABRA UNIVERSITY WORKERS DUE TO THE HEALTH EMERGENCY CAUSED BY CORONAVIRUS SARS- Cov-2**

In accordance with Royal Decree 463/2020, of March 14, declaring the alarm status for the management of the situation of health crisis caused by COVID-19, which was approved by the Spanish Government yesterday; in accordance as well with the directions given by the Civil Protection Department of the Interior Ministry of the Generalitat (Government) of Catalonia and following the directions given by the rector, the General Management has prepared a contingency plan, with specific measures and indications, for the next two weeks, which could be extended. Also, and according to the evolution of the situation, the plan could be revised and updated.

The concretization of this contingency plan will be communicated either to the workers of the University or to certain groups among them, but the general framework will be the following:

### **1. Closure and activity of the University**

The University will maintain, as far as possible, its activity, but not in a face-to-face mode. From Monday 16th of March, the UPF teaching and research staff (PDI) and administration staff (PAS) will have to carry out their tasks mainly through remote work (hereinafter, teleworking), except for the critical or essential services for maintaining the activity of the University in the current conditions of exceptionality.

Are considered critical and essential services, which will provide face-to-face service, coordinated by the Management and at the times set for each case, the following:

- Computer maintenance services
- Facility maintenance services
- Monitoring and security of buildings
- Critical laboratory services and scientific and technical services

The list of critical services will be kept up to date by the Management, and each area will deploy them within its area of competence.

The different buildings on the UPF campuses will be closed until further instruction. Only exceptional access will be allowed, and access will be restricted to those people whose presence is essential.

The Rectoral building (Mercè) will be open on Monday 16th and Tuesday 17th of March (from 8.00 a.m. to 2:30 p.m.) to facilitate the essential tasks of coordination and command. Depending on the evaluation of the operation of the entire measure, the most appropriate decision will be taken regarding the maintenance thereof.

Due to the short notice with which the instructions have been communicated by the authorities during the last two days, on Monday 16th in the morning, from 9:00 a.m. to 2:00 p.m., access to the campus buildings will be allowed to those who need to collect documentation and work material so that they can organize their work for the duration of the alarm situation ordered by the authorities.

## **2. Information and communication**

The entire community will be informed about any novelty or aspect related to the crisis that is considered relevant for the functioning of the University. The official channel of internal communication will be the e-mail.

The media and society will be constantly informed, through the usual channels, of the situation of UPF and of the measures being taken.

The permanent communication channel can be found on Campus Global, at <https://www.upf.edu/web/focus/informacio-coronavirus/incidencies-upf>; this channel will keep at all times the information on the evolution of the health crisis up to date. In addition, an e-mail mailbox (info-coronavirus@upf.edu) has been enabled to answer queries to the University community regarding the situation caused by the COVID-19 pandemic. We urge everyone to make responsible use of these mailboxes so as not to saturate the people who need them.

The PDI and PAS have the following e-mail boxes available for queries on human resources:

PDI: [pdi.rrhh@upf.edu](mailto:pdi.rrhh@upf.edu)

PAS: [serveidepas@upf.edu](mailto:serveidepas@upf.edu)

PAS Command Team: [viceg.rrhiorg@upf.edu](mailto:viceg.rrhiorg@upf.edu)

## **3. Academic activity and support for the exams**

The PDI will be able to consult in the following links all the information regarding the telematic tools to be able to carry out its activity remotely:

<https://www.upf.edu/web/biblioteca-informatica/serveis-pdi><https://www.upf.edu/web/factoria/docencia-online>

From La Factoria they will provide to the teaching and research staff the necessary help and support also for the exam period, through the CAU, the usual telephone and a new [video conference room](#) where all the requests by lecturers wishing to have a more specific and detailed advice will be answered.

The usual helpline (93 542 19 59) will also be answered remotely.

#### **4. Support for research and transfer**

For any inquiry on research and innovation topics, the usual telematic channels with the project managers and managers can be used, or the following generic addresses:

- Area of European or international grants: [projects.recerca@upf.edu](mailto:projects.recerca@upf.edu)
- Area of national or regional grants: [spc.recerca@upf.edu](mailto:spc.recerca@upf.edu)
- Area of the innovation unit: [innovacio@upf.edu](mailto:innovacio@upf.edu)

#### **5. ICT resources to facilitate teleworking**

In the following link you will find all the ICT tools that UPF offers to facilitate teleworking:

[https://www.upf.edu/es/web/biblioteca-informatica/inici/-/asset\\_publisher/smINiZdgozU1/content/id/233351265/maximized#.Xm5OiK-CFPw](https://www.upf.edu/es/web/biblioteca-informatica/inici/-/asset_publisher/smINiZdgozU1/content/id/233351265/maximized#.Xm5OiK-CFPw)

#### **6. External internships**

The curricular and extracurricular internships of the students of the University will be done off-site, where possible, or will be postponed for later, when the episode of COVID-19 is in the control phase, always agreeing with the possibilities of the student.

You can find more information at this link:

<https://www.upf.edu/web/carreres-professionals/mesures-excepcionals-practiques-curs-2019-2020>

## **7. Administration and management**

The PAS will be able to consult the page <https://www.upf.edu/intranet/personal-upf/pla-de-contingencia-instruccions-especifiques-per-al-pas-durant-la-crisis-del-covid-19>, which has been specially enabled for these days, all duly updated Management instructions, as well as information regarding the remote work tools for the PAS.

The entire Management team, service heads and campus directors, as well as unit and office heads, will work to organize the services of their units and the tasks that the people in charge of them will have to carry out remotely, with the directions that can be consulted on the same page (<https://www.upf.edu/intranet/personal-upf/pla-de-contingencia-instruccions-especifiques-per-al-pas-durant-la-crisis-del-covid-19>) and that in the coming days they will be complemented.

## **8. Suspension of deadlines in proceedings**

The deadlines for all procedures are suspended, in accordance with the provisions of the third additional provision of Royal Decree 463/2020, of March 14, until the date the alarm is raised.

## **9. Registry**

The Registry will be closed and will not serve the public in person, without prejudice to the documentation that is registered automatically. The postal documents that arrive physically will be stored, sorted by days. Once the alarm is over, when possible and where appropriate, they will be recorded for legal purposes. Likewise, if any unit expects to receive by mail a specific and urgent documentation regarding any non-postponable action, they must notify this so the appropriate measures for them to receive it are established.

## **10. Meetings and gatherings**

### Congresses and seminars

All congresses, conferences, seminars and training courses scheduled in the UPF buildings and those organized by UPF in spaces outside their facilities must be cancelled.

Likewise, all activities that take place in UPF spaces, as well as the permits for temporary use or rental of University spaces, are prohibited.

### Working meetings

All face-to-face work meetings and face-to-face collegiate body sessions are prohibited. To this end, virtual tools (video conferencing, phones, chats...) must be used for working meetings.

All meetings and gatherings that are scheduled at University spaces are suspended.

## **11. International mobility**

The University will facilitate the return as flexibly as possible of those outgoing students who are undertaking a mobility stay and who consider this option as a consequence of the situation in the country of destination, and will adapt their academic situation, with least harm.

Students who have not yet made their outgoing mobility will have to postpone it within the framework of the extension of the period, which will be determined as soon as possible and based on the evolution of COVID-19.

The University will not authorize trips abroad for mobility reasons during this period. Nor will the University authorize any license for PDI or PAS to travel abroad during the period of the alarm state.

With regard to incoming students' periods, possible incidents will be resolved in the same way as the rest of the external ones.

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We are all doing all we can to make sure that this situation alters to the minimum extent the academic, scientific and management activities that we normally carry out at UPF, although we know that this will inevitably happen. At the same time, however, we are confident that this unusual and exceptional situation will bring us experiences that will enable us to improve as an organization and will be useful to us in the future. We count on your participation and collaboration so that, as far as possible, the heart of UPF continues to beat as always.



Jaume Badia Pujol  
General Manager



Ramon Villanova Fortuny  
Vice-rector for projects for the university  
community