

Following the recommendations of public bodies and social agents, the CED has developed an operating protocol to ensure the safety and health of its staff for the recovery of face to face activity at the Center (agreement GOV/57/2020, of 12 April). The protocol is structured in four sections according to the field of action and has a temporary validity:

A) Presence at the CED

- People with risky pathologies or previous illnesses, especially those over the age of 60, will continue to work in telework. Its re-incorporation will be subject to the evolution of the health emergency, the adoption of reasonable preventive measures and the indications of the health authorities.
- People who have been in contact with coronavirus carriers must work from home until there is no risk of transmitting the infection. However, workers who have symptoms compatible with coronavirus infection (fever, shortness of breath or cough, among others) should follow the recommendation of health authorities.¹
- For the rest of the worker, and in those cases where possible, telework is recommended², until the different stages of de-escalation have been overcome or until there are changes in the official recommendations. However, for those who have children or elderly people in charge, they will need to consider their situations when it's about taking care of them of their daily work.
- For those people who find it difficult to work from home, due to various circumstances, or who need access to material or data only physically available at the CED, the minimum services will be provided so that they can work as normally as possible. In this case, the recommendations given below will be followed, as long as the UAB has cleaning, maintenance services...
- All face-to-face activities that require the participation of a group of people (seminars, courses, etc.) are suspended.

B) Distance between people and hygiene

- Maintain the rules of social distancing (1.5 to 2 meters) inside and outside the offices. People who share an office and cannot preserve a distance of two meters between them will be relocated to other offices or spaces.
- The use by two or more people of the communal areas of the CED is subject to the maintenance of the safety distance and the use of masks. It is advisable to reserve the boardroom, the Àngels Torrents room and the classroom, for meetings of two or more people.
- Everyone will have to identify tasks in which it will be difficult to respect the safety distance and look for possible solutions, such as physical barriers and elements of separation between people, modify the way the task is performed.

¹ For general consultation, call 012; and for coronavirus and medical emergencies should call the 061. Only in case of emergencies should you call 112. <https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/ciutadania/prevenicio/recomanacions-generals/>.

² In case of teleworking, in whole or in part, it is necessary to follow the health protocols in this type of activity. It is necessary to follow the security recommendations in the processing of data, both of a nature personnel such as those corresponding to the research or its management (have been distributed by e-mail different recommendations during the confinement period and the CED cybersecurity document).

- Access to the kitchen and dining room will be governed by the same criteria of social distancing. It will not be possible to eat and it will be necessary to respect the shifts to access it. It will be used only to use the fridge, the microwave... The common utensils will not be used, everyone will bring their own and wash them at home. There can be no more than one person in the kitchen and no more than three in the dining room.
- You will need to wash your hands regularly with soap and water (especially before and after going to the toilet); preferably use the stairs instead of the elevator, ventilate the office; make individual use of work equipment, office supplies, etc; avoid always that it is possible to move utensils outside a specific area; ensure that work tables and material are tidy for easy cleaning and disinfection; use the hydrogel before and after using common equipment (printers, fridge...).
- The CED will place hydroalcoholic solution dispensers and information signs at strategic points to facilitate hygiene and remember protocols. Disinfection material (disposable liquid and paper to clean computer equipment or other items as deemed appropriate) will be delivered to each office. PPE's will also be available on request.

C) Travel and displacements

- It is recommended to minimize non-essential travel and prioritize the use of telematics connection technologies to communicate with people outside the CED.
- The CED will provide webcams, headphones to all those workers who require it to be able to make video conferences with the best quality.
- When using a private vehicle, it is necessary to travel alone, maintaining hygienic measures before accessing the vehicle and also when getting off ³.
- When using the public service, the official recommendations will be followed <http://territori.gencat.cat/ca/inici/coronavirus/mobilitat/recomanacions/>

D) Measures relating to third parties

- Minimize and reduce to what is strictly necessary the entry of people outside the CED and, in any case, that the person who convened it must inform them of the measures to be observed within the CED.
- Visitors will be provided with information on hygiene measures and to check that they have the necessary protection. In specific cases you can request the completion of a basic symptomatology questionnaire, for people outside the CED who have to access the building for a certain time.
- Mechanisms will be established to guarantee access control to the CED. It can only be accessed through the main entrance. The door will be closed and will open from the secretariat. In the case of the delivery of material, it will be collected from the secretariat and the person to whom it is addressed will be asked to disinfect it with the material that will be made available.

³ The sanitary protocols allow two people to travel in the same private vehicle if they carry out the work activity in the same work center and always only one occupant per row of seats and located at the maximum distance (diagonally from each other).