

## DESCRIPTION OF THE COVID-19 PREVENTION MEASURES ADOPTED BY THE FACULTY OF PHILOLOGY, TRANSLATION AND COMMUNICATION

### 1. List of prevention measures adopted to keep interpersonal distance

In accordance with sections 5.1 and 5.7 of the UV Management Instructions [IUV17/2020](#), the following measures have been taken:

- (1) Reorganisation of workplaces in offices and laboratories that did not meet the required interpersonal distance.
- (2) Temporary discontinuation of shared desktop PCs at the building entrance for clocking in/out in the UV system. The signing in/out must be done via the employee's individual PC.
- (3) Discontinuation of shared, contact-free water fountains and dispensers.
- (4) Organisation of building entrances, the circulation of people and the distribution of spaces in order to maintain the required interpersonal distance. Doors will be permanently open to avoid hand contact with surfaces or doorknobs.
- (5) In general, the use of elevators is restricted to one person per use.
- (6) Limitation of the capacity of small common spaces, e.g. toilets, shared offices, and storage rooms.

In public-attention work spaces or with a large concurrence of people:

- (1) Reorganisation of spaces for strict compliance with attendance restrictions.
- (2) Redistribution of areas for people remaining outdoors waiting to be attended, such floor signals to maintain recommended distance.
- (3) Adoption of protection measures for attention to the public: protective screens on desks and a minimum-security distance of 1.5m.
- (4) Implementation of an appointment system to restrict simultaneous attendance.

### 2. Ventilation restrictions in the facilities, if any.

The Technical and Maintenance Services (TMS) have coordinated the execution of the Operation and Maintenance [Recommendations](#) for Air Conditioning and Ventilation Systems of Buildings and Premises for the Prevention of the Spread of SARS-CoV-2 of the Government of Spain with the companies providing these services. The TMS has sent a report to Faculty administrators with recommendations for operating the systems and the minimum obligations of natural ventilation when mechanic ventilation is insufficient or lacking. If any, the TMS also warns that there are some spaces that cannot be used for lack of proper ventilation.

Generally, frequent ventilation will be carried out in the premises for at least 15 minutes at the start and at the end of the working day. Additionally, when weather and building conditions permit, windows shall remain open as long as possible.

### **3. Attendance and capacity restrictions**

#### Attendance restrictions in classrooms.

Classrooms have been rearranged to comply with current regulations that recommend an interpersonal distance of 1.5 metres. In no case shall the maximum room capacity of 50% be exceeded.

#### Attendance restrictions in conference halls, study rooms, etc.

Maximum capacity allows to comply with the recommended interpersonal distance. Generally, capacity is limited to one third of the maximum capacity or of the percentage established by state or regional regulations for specific events.

#### Attendance restrictions in toilets.

The maximum occupancy for the use of toilets is of one person for spaces up to 4 m<sup>2</sup>, except for the case of persons who may require assistance. In this case, the accompanying person will also be allowed to make use of the facilities.

For toilets larger than 4 m<sup>2</sup> with more than one cabin, maximum occupancy is 50% of the total of cabins. To control attendance, some cabins have been rendered inoperative.

### **4. Hygienic measures against COVID-19**

#### Face mask

The use of hygienic or surgical masks is mandatory in the UV facilities, both in open and closed spaces where many people can congregate, without prejudice to the exemptions provided by state and regional regulations.

UV staff may request a hygienic or surgical mask when entering the building.

#### Hydroalcoholic solution

The accesses to buildings, classrooms, common areas, spaces with a greater affluence of people, density of occupation or distance from the workplaces to the lavatories have dispensers with hydroalcoholic solutions (min. 70%) to facilitate hand sanitisation, at least when entering and leaving and whenever necessary.

### **5. Contact details of the Faculty's COVID representative and the person responsible for COVID at the UV:**

In application of section 15 of the [Guidelines](#) for the Prevention and Protection against COVID-19 for face-to-face teaching in the academic year 2020-2021, the contact details of the Faculty's COVID representative are:

- Name and surnames: Francisca Sánchez Pérez
- Position: Administrator
- Email address: covidfftic@uv.es
- Phone number: 963983336



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The person responsible for COVID at the UV is Carlos Hermenegildo Caudevilla, Deputy Vice-Chancellor for Research.

The UV email address for queries and reports regarding cases of COVID-19 infection is: [covid@uv.es](mailto:covid@uv.es).

#### **6. Location of isolation rooms for COVID-19 emergencies**

In application of section 12 of the [Guidelines](#) for the Prevention and Protection against COVID-19 for face-to-face teaching in the academic year 2020-2021, is:

- Room location: Staff Room
- Reference in the UV Catalogue of Spaces: 022