



Prevention and Action Plan against COVID-19

The Covid-19 outbreak has created a situation that requires extraordinary containment measures to be adopted, which inevitably have a major impact on society and, therefore, on the Centro de Lenguas Modernas (UGR).

The Centro de Lenguas Modernas (CLM) is constantly analyzing the health alert situation as required by a changing scenario full of uncertainties. However, CLM has the will and firm commitment to guarantee that any activity, both current and future, can be carried out with adequate safeguards in terms of health and safety. Logically, this Plan also calls for responsibility at an individual level to fulfill objectives, as only joint institutional and individual action can lead to effective results in the fight against the spread of the SARS-COV-2 virus.

The preventative measures taken by CLM for on-site reincorporation in light of Covid-19 have been elaborated by our Occupational Hazard Prevention Service.

As far as teaching activity is concerned, we are advised by the University of Granada and the competent authorities to establish the guidelines to be followed.

- As a general rule, administrative attention should be encouraged by electronic means. Direct contact between people should be left for when strictly necessary.
- Social distancing of at least 2 meters shall be respected at all times.
- When entering CLM installations, hands need to be washed with the hydro-alcoholic hand gels provided at the entrance of each building.
- Cleaning and disinfection of workplaces and equipment shall be reinforced and natural ventilation shall be provided.
- Ventilating work spaces by opening doors and windows whenever possible for a minimum of 10 minutes to completely renew the air inside. In workspaces with no windows, care should be taken to keep the door open.
- Servicing of all air-conditioning equipment to check on filter cleaning and filter renewal if necessary. Adjustments for the correct direction of the airflow to avoid possible propagation of the virus.
- Separate routes in and out of the building have been marked accordingly. The door will be kept open as long as the safety conditions of the building allow it.
- On circulation routes such as corridors, whenever the width allows, we will circulate next to the wall on our right, leaving our left side for people coming in the opposite direction. People moving in the same direction should be in single file, leaving a minimum distance of 2 meters.



- If the dimensions of the route do not permit the abovementioned measure, then a single direction route where possible will be indicated, marking clearly the entrance to and exit from the route.
- Work meetings will preferably be held by videoconference. In face-to-face meetings, a safety distance of at least 2 meters shall be maintained between people. If this distance cannot be maintained, personal protective equipment (PPE) shall be used.
- Separate working material shall be used, avoiding any sharing of telephones, headsets, pens and other items. If for whatever reason they have been shared, thorough cleaning and disinfection with disposable material must be ensured before and after each use.
- Throughout the Centro de Lenguas Modernas there will be posters explaining distancing rules and personal hygiene norms.
- Use and occupation of toilets: cleaning and disinfection will be reinforced, and hand soap will be available. Additionally, hand-dryers will be disabled and disposable paper towels will be made available. Only one person can use the toilet at a time.
- The use of communal spaces, such as the vending room or patio, will be discouraged.
- Library. Users will sit 2 meters apart and the room will be kept ventilated with open door and windows. Returned books will be disinfected and quarantined. Screens will be in place for users and staff protection.

In the classroom:

- All students and the teacher must wear protective face masks at all times.
- Before the course starts, students will receive instructions on safety and hygiene protocols.
- The maximum number of students per class is 12 so as to ensure desks are 1.5 meters apart.
- At the end of each class, the classroom will be disinfected and ventilated.
- If a student becomes infected, self-isolation will be required, and the whole group can follow classes on the Moodle platform.

The Centro de Lenguas Modernas will assign a person to be in charge of the Covid-19 protocol, but ultimate responsibility in each case will reside with the CLM management.