

# PROTOCOL OF ACTION IN RESIDENCE - RESIDENCE HALLS VERSUS COVID- 19

February 22, 2022



Fundación  
Universidad  
Carlos III



# INTRODUCTION

## Normativa y Protocolo de actuación

- This document presents the Protocol to be followed to combat COVID-19 in the Fernando de los Ríos, Gregorio Peces-Barba and Fernando Abril Martorell Residence - Residence Halls so as to guarantee the maximum safety of residents and employees.
- This protocol is applied to residents, direct workers and indirect workers, etc., with special focus on common areas of the buildings.
- The plans contained in this Protocol include all Occupational Health and Safety measures in relation to COVID-19.
- Failure to comply with health standards and measures in relation to Covid 19 will be regarded as very serious misconduct for disciplinary purposes.
- These rules and Protocol of Action may vary depending on the new guidelines and regula

# 1. Regulations for life in the Residence

## ARRIVAL of the residents at the residence at the beginning of the course

The rules to be followed will be the following:

- The approximate day and time of arrival will be notified in advance.
- No crowds will be allowed, so you may have to wait, although we will try to speed up the entry and registration process as much as possible.
- You can only use the lifts to transport suitcases and belongings. In any case, you may not get more than one person in the elevator.
- Residents must sign the acceptance of the prevention protocol and anti-COVID-19 measures and any specific regulations in this regard.

# 1. Regulations for life in the Residence

The following GENERAL measures and recommendations should be followed:

- The **use of a mask is mandatory at all times for all people in all the common areas** of the property (corridors, stairs, common rooms, laundry, dining room -as long as possible-, ...). In the case of not being able to take it due to health problems, a medical certificate must be presented to the Administration.
- It is **mandatory** to maintain a **distance of 1.5 m** with other people, and 2 m for those who, according to the previous point, will not wear a mask.
- It is **mandatory to use hydroalcoholic gel** from the dispensers when accessing common areas such as TV rooms, etc. and the use of items such as laundry, vending machines, ... In any case it is recommended to carry hydroalcoholic gel by hand.
- **It is recommended to install the official 'Covid radar' application on your mobile and have it active.**
- These standards may vary according to the guidelines of the regional and national health authorities and the regulations of the residence itself

# 1. Regulations for life in the Residence

They should follow the following measures and recommendations (cont.):

- **Bedrooms**
- The maximum capacity will be 6 people in double rooms and 3 people in single rooms. Frequent room ventilation is recommended (at least 10 min.)
- It is recommended to maintain the safety distance within the rooms and to maintain a 2 m distance between beds and between study tables.
- **Dining room**
- To avoid exceeding the capacity and the formation of agglomerations, the meal schedule has been modified, and shifts have been established. When it is not possible to establish shifts due to incompatibility with the academic calendar, access will be regulated so that the capacity is met at all times.
- As far as possible, it is recommended to usually sit in the same place.
- The signs that mark the separation in the line and the entry and exit route will be respected.
- An individual wrapped pack of cutlery will be delivered. The dishes will be plated and served by the kitchen staff.
- A maximum time of stay in the dining room of 45 min is established. (lunch and dinner) and 30 min. (breakfast).
- Before and after each service, the furniture will be disinfected by the staff.

# 1. Regulations for life in the Residence

- Other common areas
- The capacity will be limited according to the safety distances established by the health authority, and will be the one indicated in the access to each of the rooms.
- Elevators: it is recommended to use them only individually and for the transfer of belongings (suitcases, shopping,....)
- Common computers and photocopier: may be used after disinfection by residents.
- The sports courts may be used, although in case of not being able to maintain the safety distance in the activity that is carried out, the use of a mask will be mandatory.
- It is remembered that before accessing the common areas the use of hydroalcoholic gel is mandatory
- In common areas, access may require reservation or establish shifts

# 1. Regulations for life in the Residence

- **Access to people outside the Residence is prohibited**, except for UC3M university community personnel.
- **Visits will be reduced to the maximum** and the use of a mask will be mandatory as well as taking the temperature at the entrance. If it is more than 37°C, access will not be allowed.
- If the visit is going to access a double room, the residents who occupy it must confirm at the reception that they authorize said visit.
- **Visits from residents may not be in common areas.**
- The custody time in reception of the packages received will be limited to 24 hours.
- To access the residence, each resident will open the main door with their card.
- A control will be carried out at Reception prior to accessing the garages.

# 1. Regulations for life in the Residence

For direct and indirect personnel and suppliers, the following specific rules will apply:

- Access control with daily temperature measurement will be carried out for both the staff of the residence (Foundation), as well as those of contractors and suppliers.
- The times of access and exit of the personnel will be spaced.
- The staff will not physically coincide in the changing rooms, nor in the established breaks



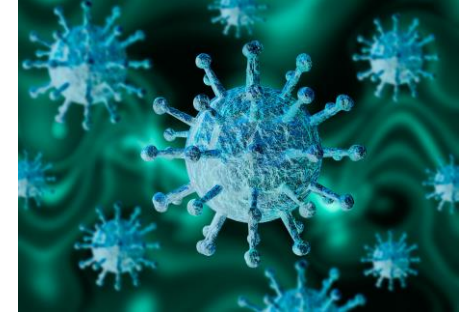
## 2. Other protection measures

- The **doors of rooms and different areas will remain open** to avoid contact with knobs and handles.
- They have been installed:
  - **Screens** at reception to avoid direct contact.
  - **Hydroalcoholic disinfectant dispensers** throughout the buildings.
  - **Signs on the floor and walls** indicating **distances and routes** to use.
  - **Informational posters and reminders**
- Direct air flows have been avoided as far as possible.
- **A quota of rooms** has been reserved for possible isolation needs of residents of double rooms.

## 2. Otras medidas de protección (cont.)

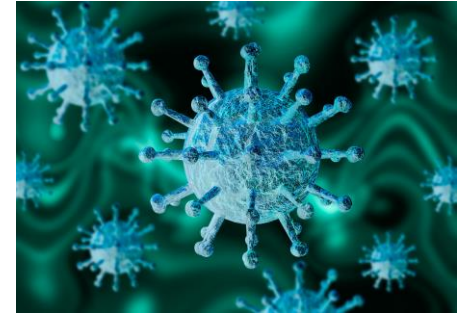
- **All cleaning measures have been reinforced:**
  - Dining room cleanings before and after each shift.
  - Periodic disinfection with alcohol-based products, especially knobs, railings and all elements that can be touched.
  - Daily personal changing room cleaning.
  - Frequent cleaning throughout the day in the laundry room, gym and common areas.
  - Daily cleaning administration and offices.
  - The collection of waste from confirmed Covid residents will follow special established protocols.

### 3. COVID-19: General information and Action Protocol



Protocol to follow in the Residence Halls to combat COVID-19

### 3. COVID-19: What is COVID-19?



Disease produced by a virus belonging to the family of coronaviruses that were discovered in the 1960s and that cause infection in humans and animals.

Its different types cause different diseases of different severity (from **the common cold to a severe acute respiratory syndrome**).

The different strains that appear present different levels of affection and contagion

### 3. COVID-19: How is it spread?



- Transmission occurs through close contact with respiratory secretions, especially those generated by the cough or sneeze of a sick person.
- These secretions can infect another person when they come into contact with their nose, eyes or mouth, either directly by air (seems the most frequent transmission) or when the other person touches surfaces where there are traces of these secretions if later that person touched with the hands, nose, eyes or mouth. Airborne transmission is less likely at distances greater than 2 meters and in open spaces.
- The use of masks, the maintenance of distances and the fulfillment of the cleaning and hygiene measures (cleaning, ventilation,...) are showing a reasonable level of effectiveness in the prevention of the disease.
- However, the virus has been very contagious, especially the new strains that have appeared, contagion to third parties being very frequent even when the patient still does not present symptoms.

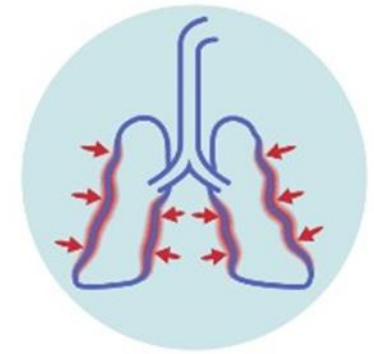
### 3. COVID-19: Symptoms

Covid19 virus sufferers present symptoms that can range **from mild to severe and even death.**

Symptoms usually appear **48 hours after infection**, and for the next ten days.

The main symptoms are:

- Fever
- Dry cough
- Difficulty breathing
- Headache
- Loss of smell / taste



### 3. COVID-19: How to act in an emergency:

If you show emergency signs of COVID19, seek immediate medical attention (Tf. 900 102 112)

Emergency signs include:

- Persistent pain or pressure in the chest
- Confusion / difficulty being alert that you have not had before
- Bluish discoloration of the lips or face

### 3. COVID-19: How to act if you have symptoms or discover that you have been in close contact<sup>1</sup> with someone who has symptoms or has confirmed the disease?

In that case **you should immediately:**

1. **Confine yourself in your room, without leaving it**, until they tell you otherwise.
2. **Contact your primary care physician.** Except for urgent cases and indicated on p. previous
3. **Notify the Concierge of your Residence Hall.**

**Vaccinated people with symptoms compatible with COVID will be considered a 'suspected case'. <sup>2</sup>**

1. 'Close contact' is considered to be any person who has been in the same place as a case, at a distance of less than 2 meters and for more than 15 minutes cumulatively in 24 hours, without a proper and continuous use of face mask, from 48 hours before the onset of symptoms of the confirmed case and until the moment in which the case is isolated.

2. [https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov/documentos/COVID19\\_Estrategia\\_vigilancia\\_y\\_control\\_e\\_indicadores.pdf](https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov/documentos/COVID19_Estrategia_vigilancia_y_control_e_indicadores.pdf)





### 3. COVID-19: How to make the confinement?

In case of being in confinement you must:

- . Stay in your room at all times
- . Keep in communication with the Concierge for any incident or deterioration
- . Extreme hygiene measures
- . Make sure that all the waste you generate (especially the handkerchiefs) is put in a bag that you must close and then put into another bag that will be given to you for this purpose.
- . Collaborate with the cafeteria in the choice of menus and reception of trays.
- . Collaborate with the Concierge and with the health authorities in carrying out the scans.

In addition **to strictly complying with confinement, and taking the recommended hygiene measures**, you must:

Hydrate continuously and rest.

Take showers to relieve fever, sore throat, and dry cough.

If you are in accommodation, you can request the change to full board.

NO EXIT



Thank You

Protocol to follow in the Residence Halls to combat COVID-19

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### 3. COVID-19: Who should do isolation and its duration

In any suspected case, the isolation will be maintained pending the result of the PDIA (Active Infection Diagnostic Test) and the identification of their close contacts will begin. In case of negative PDIA, and if it is not considered a probable case, the case is considered discarded, and the isolation ends. Both confirmed cases with PDIA and probable cases will be handled in the same way.

In cases confirmed with a PDIA (with a positive result):

- With symptoms, the isolation will be maintained until three days after the resolution of the fever and the clinical picture with a minimum of 7 days from the onset of symptoms.
- Asymptomatic, the isolation will be maintained until 7 days from the date of taking the sample for diagnosis.

People with a complete vaccination schedule and who are considered close contact will be exempt from quarantine.

Only contacts with a full vaccination schedule will quarantine in the following situations:

Contacts of cases linked to outbreaks produced by Beta, Gamma and Omicron variants (quarantine can only be carried out if this information is available)

People with immunosuppression.

Contacts of those cases in which transmission from mink is suspected.



People who have already had a confirmed SARS-CoV-2 infection in the previous 6 months will be exempt from quarantine.

In the case of residents from other countries, they must comply with quarantine in accordance with current regulations<sup>2</sup>

1 [https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov/documentos/COVID19\\_Estrategia\\_vigilancia\\_y\\_control\\_e\\_indicadores.pdf](https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov/documentos/COVID19_Estrategia_vigilancia_y_control_e_indicadores.pdf)

2 <https://www.mscbs.gob.es/profesionales/saludPublica/sanidadExterior/ControlIHS.htm>

### 3. COVID-19: Close Contact Tracing

- Once the Residential Action Protocol against COVID-19 has been activated, for any of the established assumptions, and with the aim of minimizing the number of possible infections, the resident's close contacts will be traced.
- For this, the resident must send the tracking form by mail, indicating the close contacts (anyone with whom he has been at a distance of less than 2 meters and for more than 15 minutes without the correct and continuous use of security measures ), 2 days before the onset of symptoms or, in the case of no symptoms, 2 days before the date of taking the sample for diagnosis.
- In addition, UC3M students must inform the University of their situation as soon as possible, for this, they will follow the procedure established in the following <https://www.uc3m.es/covid19/deteccion-casos> and will fill in the following form: <https://aplicaciones.uc3m.es/formulario/notificaCovid>
- The tracking process will be carried out in a coordinated manner with those responsible for epidemiology of each of the health areas of the Residence Halls, as well as with the Covid managers of the UC3M.



## 4. Communication and informative posters

COMPLYING WITH SAFETY AND HYGIENE  
STANDARDS AND RECOMMENDATIONS ...  
... YOU PROTECT EVERYONE AND YOURSELF

THANK YOU SO MUCH

## 4. RECOMMENDATIONS TO RESIDENTS

1. Use the mask in common spaces and always keep a safe distance.
2. Wash your hands over and over again.
3. If you cough or sneeze, do it on your arm. Wash your hands afterwards.
4. Avoid touching your eyes, nose, and mouth.
5. Frequently ventilate the room (open window) for at least 10 minutes.
6. Limit the use of common areas and respect the shift and reservation system.
7. Use the hydrogel before accessing the common areas and using common elements such as vending machines, wash machines, computer, photocopier, gym,....
8. Extreme hygiene ensuring that disposables (masks, bottles, tissues, ...) are never within the reach of others.
9. Helps keep traffic doors open to avoid the need to touch knobs and facilitate ventilation of spaces.
10. Take your temperature periodically.
11. Choose open spaces whenever possible.
12. Comply with these measures and recommendations also outside the residence.

## REMEMBER THE MANDATORY MEASURES THROUGHOUT THE RESIDENCE



**SAFETY DISTANCE**



**MASK**



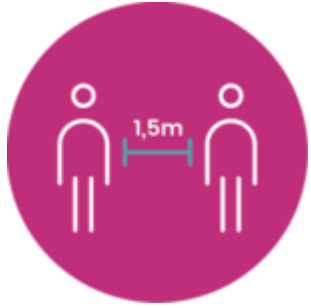
**HAND CLEANING**



**HYDRO-ALCOHOLIC GEL**

- In case of symptoms, immediately notify:
- Concierge of the residence hall
- Your medical center (Margaritas Health Center 916822294)
- In case of emergency (900 102 112)

## REMEMBER THE MANDATORY MEASURES THROUGHOUT THE RESIDENCE



**SAFETY DISTANCE**



**MASK**



**HAND CLEANING**



**HYDRO-ALCOHOLIC GEL**

- In case of symptoms, immediately notify:
- Concierge of the Colegio Mayor
- Your medical center Centro de Maria Jesús Hereza 916 804 661
- In case of emergency (900 102 112)