

BOEL, 5th May 2020

Vice-President for Scientific Policy's Instruction which organises on-site laboratory services at the Universidad Carlos III de Madrid.

The President of the Universidad Carlos III de Madrid's decision in accordance with the Spanish Royal Decree 463/2020, of the 14th March, which declares the state of emergency in order to manage the health crisis caused by Covid-19, transferred to the Vice-President to organise the development of research activity at the University as well as on-site maintenance, surveillance and security services necessary at the University laboratories and in the Science Park.

Consequently, and for the purpose of re-establishing this research activity in an orderly manner allowing the instructions defined in the Spanish Ministry of Health's "PLAN FOR TRANSITION TO A NEW NORMAL", of the 28th April 2020, to be observed, the following instructions are issued:

INSTRUCTIONS:

1. Researchers whose activity requires access to the laboratories may apply for authorisation to resume on-site activities at the University and Science Park premises.
2. In order to resume these on-site activities, the researcher responsible for the laboratory shall request the premises be opened. This application should be submitted in writing to the Vice-President for Scientific Policy indicating the following aspects:
 - a. The laboratory in which the on-site activities wish to be resumed.
 - b. The start date and schedule of the development of the activity.
 - c. Location of the laboratory.
 - d. Description of the activity being carried out.
 - e. Indication of whether the on-site activity being carried out is related to the fight against Covid-19.
 - f. A list of people with authorised access in order to carry out this on-site activity (name, surname and ID card or equivalent document) and a proposed plan for

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maintaining distancing and personal protection measures required by health authorities.

- g. A statement of compliance of having read this Instruction and commitment that they will inform the other laboratory members for whom access authorisation is requested of their obligation to read and comply with the provisions of these Instructions.

3. The approval of the application will be communicated to the researcher responsible for the laboratory and to the University security, facility, and cleaning services in the corresponding premises.

The Vice-President will evaluate the applications presented in view of the current regulations and applicable at any time, giving priority to applications for activities related to the fight against Covid-19. In any case, authorisations shall ensure a phased opening of laboratories and could modify the schedule of their intended activities in order to avoid a large number of staff gathering in one space.

4. Once the application has been approved, authorised staff shall follow the recommendations of the University and the health authorities at any time, in addition to those established and published by the Occupational Safety and Health Services in relation to Covid-19, available on the university website. In particular:

Transport.

The use of particular means of transport are recommended.

If this is not possible, security measures should be maximised according to the recommendations of the corresponding authorities.

Access.

Staff with authorised access to laboratories must comply with security staff instructions, allowing their identification and authorising, when appropriate, preventative measures, such as body temperature.

Prevention.

Hygiene. - Hygiene measures must be maximised, particularly those related to the prevention and fight against the transmission of Covid-19:

- a. Hand washing

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- b. Use of disinfectant solutions
- c. Use restricted to authorised and open areas of the University.

Protection. - Appropriate use of personal protective equipment (PPE):

- a. masks
- b. gloves
- c. goggles or face shields
- d. protective gown or suit

- Respectsafe distances.

- Avoid on-site meetings and, if they are essential, they must be held whilst maintaining the mandatory safe distances.

- 5. The provisions of this Instruction may be modified in view of orders and instructions which may be given at national, provincial, or local level in relation to the development of activity at the University.
- 6. This decision repeals the Vice-President for Scientific Policy's Decision, of the 15th March 2020, which gave instructions for the organisation of on-site laboratory services at the University and Science Park.
- 7. This instruction will come into effect on the day of its publication in the Official Electronic University Gazette.

Getafe Campus, on the date of the
electronic signature. Juan José
Vaquero López
VICE-PRESIDENT FOR SCIENTIFIC
POLICY

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