

Campuses, buildings and facilities at the University will be, on a general basis, accessible from the 9th of June, according to the [President's Decision of the Universidad Carlos III de Madrid which establishes additional measures for the gradual resumption of activity on the University's Campuses](#), published in the University's Official Gazette (BOEL) on Monday 8th June. However, to the extent that telecommuting will continue to be the prioritised work method, Administrative Services will gradually begin to be offered on-site, as indicated below.

Campus access procedures, as well as the services that will be available from the date stated above, and the health measures to be followed when accessing University facilities, are stated below.

1.- ACCESS

From the 9th June, authorisation from the person responsible for each Centre, the Vice-President of Scientific Policy, or Management, will no longer be required to access the University.

Access to the campuses will only be possible via certain routes, for both pedestrians and private vehicles. There will be a Security Guard at each entry point who is responsible for registering the following data from those accessing the campus:*Name and surname, Academic Research Staff or Administrative and Services Staff, Centre, Office, time of entry and estimated time of exit.*

Access to and staying on the campuses will be limited to **the hours of 9am to 3pm, Monday to Friday**, except for research laboratories and possible exceptions.

The entrances authorised for pedestrian access are:

- **Getafe Campus:** Calle Madrid 126A, calle Velarde 4, calle Madrid 128 and calle Madrid 133.
- **Leganés Campus:** Entrance on Calle Sabatini at the roundabout, entrance to the Torres Quevedo building, entrance to the Rey Pastor building and entrance to the Agustín de Betancourt building.
- **At the Madrid-Puerta de Toledo Campus and the Colmenarejo Campus** the only available door on both campuses will be open.
- **At the Science Park** the only available door will also be open.

Only the following car parks on the campuses will be open:

- **At the Getafe Campus:** The underground car parks at the Adolfo Posada (building 9) and the Carmen Martín Gaite (building 18) buildings.
- **At the Leganés Campus:** The car park at the Agustín de Betancourt building accessible from the entrance from the Calle Sabatini roundabout.
- **At the Colmenarejo Campus and the Science Park:** The only available car park.

There will be a security guard at the car park entrances, from 9am to 3pm, who will carry out entry control measures and facilitate access to these locations. You may park in any space available.

Access to the car parks outside of the hours of 9am to 3pm shall be exceptional and may be carried out if necessary, using the intercoms.

2.- SERVICES

The general **cleaning service** will start on 9th of June, following protocols recommended by the Ministry of Health, from the overall and thorough cleaning of the entire university that has already taken place.

The **air conditioning service** has been revised to adapt it to current regulations. It is already operational and will come into effect in the coming days based on the outdoor temperature and of current space occupation needs.

In regard to on-site services:

- On-site and timely services that are currently in operation will continue to be offered: loan and return of books on request from the University Libraries, partial operation of research laboratories, partial operation of the Science Park, in accordance with current restrictions outlined in the Management's Instruction, published on 17th of May 2020.
- The on-site services outlined below will begin from the 9th of June 2020. In the coming weeks, new opening services will be gradually incorporated into on-site activity, according to the needs of the University and what the health authorities establish.

Porters. The following porters' services will be available at the times detailed below:

- Getafe Campus: From the 9th of June, porters' services in the López Aranguren building (building 15) will be available, telephone number 91 624 5770, between the hours of 9am and 1.30pm, Monday to Friday. Postal mail has been re-established. This porters' office will provide delivery and collection of packages. A postage service will be provided soon.

From the 15th of June, porters' services will also be available in the Rectorado building (building 8), telephone number 91 624 9727.

- Leganés Campus: From the 9th of June, porters' services in the Agustín de Betancourt building will be available, telephone number 91 624 9431, between the hours of 9am and 1.30pm, Monday to Friday. This porters' office will provide delivery and collection of packages.

From the 15th of June, porters' services will also be available in the Sabatini building, telephone number 91 624 9153. In addition, the postal service at Leganés will be resumed by this porters' office on the same day.

IT Issues. IT issues are being addressed and resolved remotely. Reporting an issue can be carried out via the **Care and Support Centre (CASO)** using any of the channels detailed below. Urgent, on-site actions that cannot be resolved remotely will be carried out, by appointment only between the technical staff and the person who has the problem. They will be evaluated afterwards to group together these actions on specific days, whenever the situation warrants it.

CASO operates between 8.30am and 6pm, Monday to Friday via telephone 91 624 6200. They can also be contacted 24 hours a day, 7 days a week, via e-mail caso@uc3m.es or the portal <https://contacta.uc3m.es>.

The support service for video recordings will be resumed in a planned and prioritised format. To do so, the person interested should contact UTEID (Educational Technology and Teaching Innovation Unit) via e-mail uc3mdigital@uc3m.es.

The **Auditorium** will open its doors to host special University events. To look into the feasibility of hosting events, please contact legasun@pa.uc3m.es.

Sporting activities provided by our Sport, Activities and Participation service will take place online, wherever possible.

Reopening the Sports Centres will be examined, once authorised by the Community of Madrid. The University may authorise a Reopening Plan developed by the company that manages the sports facilities.

Administrative and Services staff who carry out their on-site activity occasionally must register their activity using the time control application or through the telecommuting activity log.

Most of the services that are regularly offered on-site at the university are being carried out at a distance. However, to the extent that certain units may carry out activities or work on-site, the campuses may be accessed with authorisation from the person responsible for that unit. The Security Service and the Prevention of Work-related Risk Service must be notified prior to access and they will report the details of the personal health measures to be taken and provide the necessary material where appropriate.

3.- HEALTH MEASURES TO BE ADOPTED

On a general basis, the preventative measures in Appendix I from the *Management's Instruction at the Universidad Carlos III de Madrid which established the procedure for the partial resumption of activity at the University whilst progressing towards Phase I of the Transition Plan to the new normality, of the 17th of May*, should be taken into account.

It is important that everyone who accesses the University have read these measures prior to accessing the facilities.

Personal protection material will be available, if necessary, at entrances and porters' offices that are open.

Security guards and porters will have information sheets that contain health and safety recommendations and useful information regarding access to and restricted movement in campus buildings (toilets in use, open entrances, etc.).

It is the personal responsibility of each member of the university community to use masks, maintain safe distances, use hand sanitiser and PIDs within the University premises. There will be spare masks and hand sanitiser available at pedestrian entrances, if necessary. The installation of hand sanitiser gels is under way throughout the University's corridors and rooms, which will be in operation soon.

People who access the University are responsible for abiding by the preventative and sanitary hygiene measures established in both the previous regulations and official information.[Ministry of Health](#). [Community of Madrid](#).