

**INFORMATION REGARDING THE ACTION INSTRUCTION OF ADMINISTRATIVE AND SERVICE PERSONNEL AT THE UNIVERSIDAD CARLOS III DE MADRID IN LIGHT OF INSTRUCTIONS FROM THE SPANISH MINISTRY OF HEALTH, CONSUMER AFFAIRS AND SOCIAL WELFARE AND THE COMMUNITY OF MADRID IN RELATION TO COVID-19.**

In view of the current situation caused by the evolution of coronavirus (COVID-19) in Spain and in line with the instructions given to us yesterday by the authorities, of both the Community of Madrid and the National Government, regarding the suspension of on-site teaching activity until the 26th of March, the Universidad Carlos III de Madrid is adopting the following exceptional measures aimed at its Administrative and Service Staff:

1. On-site activity of Administrative and Services Staff (PAS) will continue to take place on the University premises, in general, it will remain open on all campuses.

2. Notwithstanding the previous, PAS employees may be able to carry out their day's activities via telecommuting, for the time being until the 26th of March, provided that they claim to be in one of the following situations:

- Duty of care of a child under 15 years of age (included) who cannot be taken care of by another responsible adult.
  
- Duty of care of a dependant family member, not limited by age, who because of health reasons or disability greater than 33% requires care and cannot be taken care of by another responsible adult.
  
- Employees who have been diagnosed with a chronic illness or condition.