



## **ACTION AND SAFETY PLAN (PAS)**

### **USE OF ROOMS (OWN, VRA AND HYBRID)**

#### **Applicable to all undergraduate and master's academic activities.**

The objective of this document is to provide recommendations for the control of the risk of contagion by SARS CoV-2 in the context of in-person activities in classrooms.

This document organizes recommendations into 2 items: recommendations for physical spaces, and recommendations for teachers and students.

It applies to academic pool rooms, own rooms, hybrid rooms and meeting rooms

It is important to consider that all in-person undergraduate and master's academic activities must have been declared to the Academic Vice Presidency.

#### **1. PHYSICAL SPACE OBSERVATIONS**

Actions established for the operations of the classrooms are the following:

1. The occupancy allowance of each classroom is determined by a sign that must be visible and located on the entrance door or next to it. Criterion for occupancy: UC definition\* Total occupancy of the room includes all those who participate in the learning activity (i.e. teacher, assistants, students).
2. This occupancy allowance is not modified if local restrictions change from one phase to the other.
3. Rooms available for reservation have adequate ventilation, either with authorized equipment or continuous natural ventilation.
4. Workstations are permanent; therefore, furniture cannot be redistributed.
5. Rooms available have alcohol-based hand rub at the entrance or transit corridors.



PONTIFICIA  
UNIVERSIDAD  
CATÓLICA  
DE CHILE

6. Rooms have an appropriate cleaning sequence. Cleaning is kept at the end of the journey specially in support locations.

## 2. RECOMMENDATIONS FOR TEACHERS AND STUDENTS

Keep best practices in classrooms, auditoriums, laboratories and meeting rooms:

1. People participating in face-to-face activities must answer the UC Symptom Survey every day (including lecturers, researchers, students and all staff). If they show a symptom or represent any risk, they should NOT attend the campus and they will be contacted by a nurse from the campus.
2. Best practice measures in COVID context must be respected. At the beginning of each activity, the person in charge of it must remind participants of the following measures:
  - a. Respect UC definition\* related to occupancy
  - b. Check QR code for traceability when entering the room.
  - c. Verify Mobility Pass or validated test.
  - d. Permanent and correct use of mask. In the case of a laboratory in which permanent movement is required, use a face shield.
  - e. Wash hands with sanitizer gel when entering and leaving the room.
  - f. Keep physical distance (do not redistribute the furniture).
  - g. Ensure the adequate ventilation of the room (at least one door and window open for crossed ventilation) and break for ventilation from 10 to 15 minutes every 75 minutes (all participants must get out leaving the door and windows open).
  - h. In hybrid rooms, at the end of the day, clean the table (there will be cleaning towels available). Dispose waste in a trash bin.
3. Occupancy according to UC definition\*: work stations should reserve 1.5 to 2 meters of distance (from the place where the person sits) or 1 meter between desks (from side to side of the desk).

If any of the participants in the activity have symptoms related to COVID-19, during the face-to-face period, they should contact the nurse at the campus directly at extension 5000 or from mobiles, to +56 2 2354 5000. If you have any doubts or queries regarding the measures implemented and contained in these procedures, please contact us through the email [covid@uc.cl](mailto:covid@uc.cl)