

COVID Initiative: Step by Step at UC July 2021

The following document shows recommendations to implement a range of activities of the UC community in the context of a pandemic. It considers recommendations included in *Programa Paso a Paso* (Step-by-Step program) from the Chilean Ministry of Health and international guidelines. This information is divided in four sections:

- 1. Campus operation
- 2. Research and creation activities
- 3. Academic activities
- 4. University life activities

It is important to remember that every person from the UC community and all those participating in an activity organised within our campuses will be monitored through the University's Monitoring and Traceability Program. Campus nurses are in charge of this program which includes guidance and accompaniment when there is a suspicious or confirmed case of COVID-19, allowing the identification of close contacts and the determination of the measures needed to safeguard locations involved. At the end of this document, you will find a flowchart explaining this program. If you have any queries, please contact campus nurse at extension 5000 or at the telephone number +56 2 2354 5000 from mobiles during working hours, or by email at enfermerascampus@uc.cl outside working hours.

All requests to undertake activities at campuses must be directed to the area in charge. Please have in mind that certain activities must abide by the Best Practice Checklist in COVID Context and others continue with the regular flow: "PAS" form to the area in charge of approving the activity and the relevant endorsement of the COVID-UC committee. Requests must be sent to the area in charge at least 5 days in advance of the date scheduled for the activity. Requests for special events must include an explanation about why they need to be reviewed quickly.

If you have any questions, do not forget to contact covid@uc.cl.

The following table shows different types of activities with their respective area in charge and contact details for sending requests for approval. Remember that all face-to-face activities (within or outside campus) must be approved (Best Practice Document or regular "PAS" - Action & Safety Plan) and reported to the Campus Administration.

Activities	Unity in charge of approving PAS forms	Contact
Undergraduate/Master and Teaching activities	VRA	Teaching activities / undergraduate, Gonzalo Pizarro gpizarro@uc.cl
		Sports students /undergraduate, Carola Méndez carola.mendez@uc.cl
		Master students, Gonzalo Pizarro <gpizarro@uc.cl></gpizarro@uc.cl>



Activities	Unity in charge of approving PAS forms	Contact
PhD students and Postdoc activities	VRI	María Elena Boisier
Research and Creation activities		<meboisier@uc.cl></meboisier@uc.cl>
International student activities	VRAI	Maribel Florez
		<maribel.florez@uc.cl></maribel.florez@uc.cl>
Cultural Extension activities (with or	VRC	Cultural Extension, Daniela
without participation of people outside the UC)		Rosenfeld <drosenfe@uc.cl></drosenfe@uc.cl>
outside the ocj		Events. Camila Rendic
		<crendic@uc.cl></crendic@uc.cl>
Activities related with continuous	Continuous	Ana María González
education (courses and diplomas)	Education	<agonzald@uc.cl></agonzald@uc.cl>
	Department	
Activities related to Professional and	People	María Fernanda Vicuña
Administrative staff	Management	<fernandavicuna@uc.cl></fernandavicuna@uc.cl>
Events for UC Community members.	Campus	Josefina Edwards
Other activities with participation of	Administration	<jedwardsr@uc.cl></jedwardsr@uc.cl>
people outside UC		

The following tables describe a range of activities with specific indications for their development during different phases defined by the health authority. This is a dynamic document and may vary as national measures

evolve.

Keeping up self-care measures and thanks to the great advance in our vaccination coverage we keep on taking care of each other in our community.

Campus	Quarantine (Stage 1)	Transition (Stage 2)	Preparation (Stage 3)	Initial opening (Stage 4)
Campus operation	Closed (Collective permission* is required to attend campuses)	Open from Monday to Friday. Closed on Saturday, Sunday and public holidays.	Open	Open
		Critical activities on Saturday or Sunday require a collective permission (*)	Open	Open
Entry of academics, professionals and administrative staff UC Symptoms form is required	Allowed for critical activities only (*)	Allowed from Monday to Friday. Weekends and public holidays for critical activities only (*)	Allowed	Allowed



Campus	Quarantine (Stage 1)	Transition (Stage 2)	Preparation (Stage 3)	Initial opening (Stage 4)
*Collective permission Available for staff under UC contract. In the case of students and postdocs, it will be issued to those undertaking critical activities only and they will require a sponsorship	Requests must be processed by Personnel Management to undertake critical activities	Requests must be processed by Personnel Management to undertake critical activities on Saturday, Sunday and public holidays	Not required	Not required
UC community activities with a *set location and without food delivery (e.g.: work meetings, academics meetings) Delegate in charge must ensure the accomplishment of the "Best Practices in COVID Context" Constant ventilation is a must.	Suspended	Allowed from Monday to Friday. OCCUPANCY closed location: according to UC definition*	Allowed every day. OCCUPANCY closed location: according to UC definition*	Allowed every day. OCCUPANCY closed location: according to UC definition*
UC community activities with set location and/or with food delivery (e.g.: welcome of newbies (novatos), campus tours, seminars, congresses) Approved PAS by the Campus	Suspended	Allowed from Monday to Friday only if: OCCUPANCY: 1 person every 8 m2 of useful space. CLOSED LOCATION: 25 people maximum if they	Allowed every day only if: OCCUPANCY: 1 person every 8 m2 of useful space. CLOSED LOCATION: 25 people maximum or 100 if they all	Allowed every day only if: OCCUPANCY: 1 person every 6 m2 of useful space. CLOSED LOCATION: 100 people maximum or 250 if they all
Administration and COVID-19		all have a mobility pass.	have a mobility pass.	have a mobility pass.



endorsement are required		OPEN LOCATION OR OUTDOORS: 50 people if they all have a mobility pass. Suspended on weekends and public holidays.	OPEN LOCATION OR OUTDOORS: 100 people maximum or 200 if they all have a mobility pass.	OPEN LOCATION OR OUTDOORS: 250 people maximum or 1000 if they all have a mobility pass.
Transfers between regions A protocol approved by VRA or VRI as needed and endorsed by the COVID-UC committee is required (transfer, accommodation and activities in the field protocols will be checked)	Allowed in exceptional cases only (*)	Allowed only between suburbs (comunas) in stage 2 or upper and with a mobility pass	Allowed with a mobility pass	Allowed with a mobility pass
Feeding locations Defined slots and signs indication prevention measures are required. Approved by the Campus Administration and endorsed by the COVID-UC committee. (individual or shared tables with a distance of at least 2 meters)	Allowed outside only or inside individual offices	Allowed outside only or inside individual offices	Allowed outside and inside (restaurants with approved use protocol)	Allowed outside and inside (restaurants with approved use protocol).



Use of dressing rooms Approved PAS by the Campus Administration and COVID-19 endorsement is required	Allowed in exceptional cases only	Allowed in exceptional cases only	Allowed in exceptional cases only	Allowed in exceptional cases only
Use of air conditioning and heating Only approved equipment and defined for their use (in case of doubts contact the Risk Prevention Department)	Allowed	Allowed	Allowed	Allowed
Use of classrooms In line with protocol and occupancy defined by UC (classrooms available at the system, in case of doubts write to: covid@uc.cl) (Occupancy remains the same in the different stages)	Suspended	Allowed from Monday to Friday according to the UC occupancy of the room.	Allowed according to the UC occupancy of the room.	Allowed according to the UC occupancy of the room.



Research and Creation	Quarantine	Transition	Preparation	Initial opening
	(Stage 1)	(Stage 2)	(Stage 3)	(Stage 4)
Laboratory Research activities Occupancy according to the UC definition. Generic PAS sent to VRI and to Campus administration is required.	Critical activities only	Allowed from Monday to Friday. Weekends and public holidays, critical activities only	Allowed	Allowed
Research activities in the field Approved PAS by VRI and COVID-UC endorsement is required (accommodation and transfer protocols will be checked)	Critical activities only	Allowed from Monday to Friday Weekends and public holidays, critical activities only	Allowed	Allowed
Creation activities	Suspended	Allowed from	Allowed	Allowed every
E.g. Theater		Monday to Friday only if:	every day only if:	day only if:
Approved PAS by campus administration		OCCUPANCY: 1	OCCUPANCY:	OCCUPANCY: 1
and COVID-UC		person every 8	1 person	person every 6
endorsement is		m2 of useful	every 8 m2 of	m2 of useful
required.		space.	useful space.	space.
Mobility pass required		CLOSED SPACE: 50 people	CLOSED SPACE: 500	CLOSED SPACE: 500 people if
Activities with		maximum if they	people	they all have a
intermittent use of		all have a mobility		mobility pass.
mask require special approval		pass.	they all have a mobility	OPEN
αρριοναι		OPEN LOCATION	pass.	LOCATION OR
		OR OUTDOORS:	-	OUTDOORS:
		100 people if they	OPEN	1000 people
		all have a mobility	LOCATION	maximum if
		pass.	OR OUTDOORS:	they all have a
		Suspended on	1000 people	mobility pass.
		weekends and	maximum if	
		public holidays.	they all have	
		,	a mobility	
			pass.	



Creation activities e.g. Arts gallery or	Suspended	Allowed from Monday to Friday.	Allowed every day.	Allowed every day.
exposition Approved PAS by campus administration and COVID-UC endorsement is required.		Total occupancy of participants must be equivalent to 1 person every 10 m2 of useful space. Without food consumption. Suspended on weekends and public holidays.	Total occupancy of participants must be equivalent to 1 person every 8 m2 of useful space. Without food consumption.	Total occupancy of participants must be equivalent to 1 person every 8 m2 of useful space. Without food consumption.
Transfers between regions	Student trips suspended Only staff transfer	Allowed between suburbs (comunas) in	Allowed between suburbs	Allowed between suburbs
Approved PAS by VRI and COVID-UC endorsement are required.	who will undertake critical activities*.	stage 2 or upper and with a mobility pass only	(comunas) in stage 2 or upper and with a mobility pass	(comunas) in stage 2 or upper and with a mobility pass only
(Transfer, accommodation and activities protocol is required)			only	
Activities in Regional Centres and Stations	Allowed for critical activities undertaken by	Allowed from Monday to Friday.	Allowed	Allowed
Approved PAS by VRI and COVID-UC endorsement are required.	researchers only*	Weekends or public holidays, critical activities undertaken by researchers only*		

Teaching	Quarantine	Transition	Preparation	Initial opening
	(Stage 1)	(Stage 2)	(Stage 3)	(Stage 4)
Face-to-face teaching	Suspended	Authorised from	Allowed,	Allowed,
activities		Monday to Friday	according to	according to



Occupancy according UC definition The person in charge of the activity must ensure compliance with the "Best Practice Checklist in COVID Context"and submit a request to reserve the physical location to campus administration as necessary.		according to room occupancy Suspended on Saturday, Sunday and public holidays	room occupancy	room occupancy
Hybrid mode teaching activities Occupancy according UC definition The person in charge of the activity must ensure compliance with the "Best Practice Checklist in COVID Context" and submit a request to reserve the physical location to campus administration as necessary.	Online phase allowed only	Allowed from Monday to Friday according to room occupancy Weekends and public holidays online phase allowed only	Allowed according to room occupancy	Allowed according to room occupancy
Creation activities in teaching Occupancy according UC definition The person in charge of the activity must ensure compliance with the "Best Practice Checklist in COVID Context" and submit a request to reserve the physical location to campus	Suspended	Allowed from Monday to Friday according to room occupancy Weekends and public holidays suspended	Allowed according to room occupancy	Allowed according to room occupancy



administration as				
necessary.				
,				
Activities with				
intermittent use of				
masks require PAS				
endorsed by the COVID-				
UC Committee.				
Teaching activities in	Suspended	Allowed from	Allowed	Allowed
locations outdoor		Monday to Friday	according to	according to
e.g. rooms outside the		according to room	room	room
campus		occupancy	occupancy	occupancy
The person in charge of			, ,	
the activity must ensure		Weekends and		
compliance with the		public holidays		
"Best Practice Checklist		suspended		
		'		
in COVID Context"				
Clinical and teaching	Suspended, except	Allowed from	Allowed	Allowed
internships	for interns and	Monday to Friday	according to	according to
The person in charge of	students near to	according to room	room	room
the activity must ensure	complete their	occupancy	occupancy	occupancy
the accomplishment of	studies in the			
the "Best Practice	health area			
Checklist in COVID				
Context " and to abide				
by COVID measures in				
the site of practice.				
Field trips	Suspended	Allowed from	Allowed	Allowed
Approved PAS by VRA	Juspended	Monday to Friday	between	between
or Continuous		between suburbs		suburbs
			suburbs	
Education as		(comunas) in	(comunas) in	(comunas) in
appropriate and		stage 2 or upper	stage 2 or	stage 2 or upper
endorsed by the COVID-		and with a	upper	
UC		mobility pass only		
All activities require a		Suspended on		
mobility pass and/or		weekends and		
PCR test when relevant		public holidays		
		,		
(A Transfer protocol is				
required)				
In person sports	Suspended	Allowed from	Allowed	Allowed every
activities	because of campus	Monday to Friday	every day	day
	closure	ivioliday to i fludy	every day	uay
Approved PAS by VRA	ciosure			
and COVID-UC				



endorsement are	In open locations	In open	In open
required.	or outdoors:	locations:	locations: 1000
required.	individual or		
Chandand vantilation is		200 people	people
Standard ventilation is	group sport	maximum if	maximum if
required. All activities	practice with 10	they all have	they all have a
require a mobility pass	people maximum.	a mobility	mobility pass.
or a vaccination id.		pass.	
	In closed		In closed
	locations:	In closed	locations: 250
	individual or	locations:	people
	group sport	200 people	maximum if
	practice with	maximum if	they all have a
	mobility pass only	they all have	mobility pass.
	with 5 people	a mobility	
	maximum	pass.	
	Suspended on		
	Saturday, Sunday		
	and public		
	holidays		
University Team Sport	Allowed from	Allowed in	Allowed in open
Activities	Monday to Friday	open or	or closed
	in open and	closed	locations
Generic PAS and	closed locations	locations	according to UC
request of a location to	according to UC	according to	protocol.
campus administration.	protocol.	UC protocol.	
		,	
All activities require a	Suspended on		
mobility pass or	Saturday, Sunday		
vaccination id.	and public		
	holidays.		

Other activities of	Quarantine	Transition	Preparation	Initial opening
university life	(Stage 1)	(Stage 2)	(Stage 3)	(Stage 4)
Libraries, Bookstores,	Suspended	Allowed from	Allowed	Allowed
Hall		Monday to		
		Friday.		
Occupancy according to				
UC definition		Suspended on		
		Saturday, Sunday		
Protocol approved by		and public		
Campus Administration		holidays		
and endorsed by				
COVID-UC is required.				



e.g. Church ceremonies Protocol approved by Campus Administration and endorsed by COVID-UC is required. Mobility Pass required	Suspended	Allowed from Monday to Friday only if: OCCUPANCY: 1 person every 8 m2 of useful space. CLOSED LOCATION: 50 people maximum. OPEN LOCATION OR OUTDOORS: 100 people maximum. Suspended on weekends and public holidays	OCCUPANCY: 1 person every 4 m2 of useful space. CLOSED AND OPEN LOCATION: 500 people maximum	OCCUPANCY: 1 person every 2 m2 of useful space. CLOSED AND OPEN LOCATION: 500 people maximum
Restaurants and cafeterias Protocol approved by Campus Administration and endorsed by COVID-UC is required.	Suspended	Allowed from Monday to Friday with tables outdoors and in line with COVID- UC protocol. Allowed in closed locations with mobility pass only.	Allowed with tables outdoors or indoors and in line with COVID-UC protocol. Allowed in closed locations with mobility pass only.	Allowed with tables outdoors or indoors in line with COVID-UC protocol. Allowed in closed locations with mobility pass only.



Other activities of university life	Quarantine (Stage 1)	Transition (Stage 2)	Preparation (Stage 3)	Initial opening (Stage 4)
Events with external audience With defined spots for participants. Food consumption is not allowed. e.g.: seminars, conferences, ceremonies Approved PAS by Campus Administration and COVID-UC endorsement is required.	Suspended	Allowed from Monday to Friday only if: OCCUPANCY: 1 person every 8m2 of useful space. CLOSED LOCATION: 50 people maximum OPEN LOCATION OR OUTDOORS: 100 people maximum.	OCCUPANCY: 1 person every 8m2 of useful space. CLOSED LOCATION: 500 people maximum OPEN LOCATION OR OUTDOORS: 1000 people maximum.	OCCUPANCY: 1 person every 6m2 of useful space. CLOSED LOCATION: 1000 people maximum OPEN LOCATION OR OUTDOORS: 5000 people maximum.
All activities require a mobility pass. There is always a person in charge so it can be controlled.		Suspended on weekends and public holidays		
Events with external audience With fixed and defined	Suspended	Allowed from Monday to Friday only if:	Allowed every day only if:	Allowed every day if: OCCUPANCY: 1
spots for participants. Food consumption is allowed.		OCCUPANCY: 1 person every 8m2 of useful space.	OCCUPANCY: 1 person every 8m2 of useful space.	person every 6m2 of useful space.
Approved PAS by Campus Administration and COVID-UC endorsement is required.		CLOSED LOCATION: 25 people maximum OPEN LOCATION OR OUTDOORS:	CLOSED LOCATION: 100 people maximum	CLOSED LOCATION: 250 people maximum
All activities require a mobility pass. There is always a person in charge so it can be		50 people maximum. Suspended on weekends and	OPEN LOCATION OR OUTDOORS: 200 people	LOCATION OR OUTDOORS: 1000 people maximum.
controlled.		public holidays	maximum.	



Events with external	Suspended	Allowed from	Allowed	Allowed every
audience		Monday to Friday	every day	day if:
		only if:	only if:	
Without a fixed spot for				OCCUPANCY: 1
participants. Food		OCCUPANCY: 1	OCCUPANCY:	person every
consumption is not		person every 8m2	1 person	6m2 of useful
allowed.		of useful space.	every 8m2 of	space.
		·	useful space.	•
e.g. student fairs		CLOSED		CLOSED
		LOCATION: 25	CLOSED	LOCATION: 250
Approved PAS by		people maximum	LOCATION:	people
Campus Administration		people maximum	100 people	maximum
and COVID-UC		OPEN LOCATION	maximum	maximam
endorsement is		OR OUTDOORS:	maximum	OPEN
required.		50 people	OPEN	LOCATION OR
requireu.		maximum.	LOCATION	OUTDOORS:
All activities as assists		iliaxiiliuifi.		
All activities require a		Commanded	OR	1000 people
mobility pass.		Suspended on	OUTDOORS:	maximum.
		weekends and	200 people	
There is always a person		public holidays	maximum.	
in charge so it can be				
controlled.				
Events with external	Suspended	Allowed from	Allowed	Allowed every
audience		Monday to Friday	every day	day if:
		only if:	only if:	
Without a fixed spot for				OCCUPANCY: 1
participants. Food		OCCUPANCY: 1	OCCUPANCY:	person every
consumption is		person every 8m2	1 person	6m2 of useful
allowed.		of useful space.	every 8m2 of	space.
			useful space.	
e.g. Parties or similar		CLOSED		CLOSED
activities on campus		LOCATION: 25	CLOSED	LOCATION: 250
		people maximum	LOCATION:	people
Approved PAS by			100 people	maximum
Campus Administration		OPEN LOCATION	maximum	
and COVID-UC		OR OUTDOORS:		OPEN
endorsement is		50 people	OPEN	LOCATION OR
required.		maximum.	LOCATION	OUTDOORS:
1			OR	1000 people
All activities require a		Suspended on	OUTDOORS:	maximum.
mobility pass.		weekends and	200 people	
modificy pass.		public holidays	maximum.	
If you have any		pasiic nonaays	axiiiiaiii.	
questions you can				
contact covid@uc.cl				
contact covid@uc.ci				



General instructions to undertake any activity in campus:

- 1. Occupancy according to UC definition*: respecting work stations located 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).
- 2. To keep best practices in classrooms, auditoriums, laboratories and meeting rooms:
 - a. Defined occupancy,
 - b. Permanent and correct use of masks. In the case of a laboratory in which permanent movement is required, use a face shield.
 - c. Hands hygiene with sanitizer gel always when arriving and frequently during the activity.
 - d. Physical distance (do not redistribute the furniture).
 - e. Ventilation (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).
- 3. For those activities requiring a mobility pass, the person in charge of the activity is the one to make sure that all participants abide by the condition.