

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 >

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

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 <u>without food delivery</u> (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 <u>with food delivery</u> (e.g.: welcome of newbies (<i>novatos</i>), campus tours, seminars, congresses) Approved PAS by the Campus Administration and COVID-19	Suspended	Allowed from Monday to Friday only if: OCCUPANCY: 1 person every 8 m2 of useful space. CLOSED LOCATION: 25 people maximum if they all have a mobility pass.	Allowed every day only if: OCCUPANCY: 1 person every 8 m2 of useful space. CLOSED LOCATION: 25 people maximum or 100 if they all have a mobility pass.	Allowed every day only if: OCCUPANCY: 1 person every 6 m2 of useful space. CLOSED LOCATION: 100 people maximum or 250 if they all have a mobility pass.

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

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 (Stage 1)	Transition (Stage 2)	Preparation (Stage 3)	Initial opening (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 E.g. Theater Approved PAS by campus administration and COVID-UC endorsement is required. Mobility pass required Activities with intermittent use of mask require special approval	Suspended	Allowed from Monday to Friday only if: OCCUPANCY: 1 person every 8 m2 of useful space. CLOSED SPACE: 50 people maximum if they all have a mobility pass. OPEN LOCATION OR OUTDOORS: 100 people if they all have a mobility pass. Suspended on weekends and public holidays.	Allowed every day only if: OCCUPANCY: 1 person every 8 m2 of useful space. CLOSED SPACE: 500 people maximum if they all have a mobility pass. OPEN LOCATION OR OUTDOORS: 1000 people maximum if they all have a mobility pass.	Allowed every day only if: OCCUPANCY: 1 person every 6 m2 of useful space. CLOSED SPACE: 500 people if they all have a mobility pass. OPEN LOCATION OR OUTDOORS: 1000 people maximum if they all have a mobility pass.

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

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

<p>Occupancy according UC definition</p> <p>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.</p>		<p>according to room occupancy</p> <p>Suspended on Saturday, Sunday and public holidays</p>	room occupancy	room occupancy
<p>Hybrid mode teaching activities</p> <p>Occupancy according UC definition</p> <p>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.</p>	Online phase allowed only	<p>Allowed from Monday to Friday according to room occupancy</p> <p>Weekends and public holidays online phase allowed only</p>	Allowed according to room occupancy	Allowed according to room occupancy
<p>Creation activities in teaching</p> <p>Occupancy according UC definition</p> <p>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</p>	Suspended	<p>Allowed from Monday to Friday according to room occupancy</p> <p>Weekends and public holidays suspended</p>	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 locations outdoor e.g. rooms outside the campus The person in charge of the activity must ensure compliance with the "Best Practice Checklist in COVID Context"	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
Clinical and teaching internships The person in charge of the activity must ensure the accomplishment of the "Best Practice Checklist in COVID Context " and to abide by COVID measures in the site of practice.	Suspended, except for interns and students near to complete their studies in the health area	Allowed from Monday to Friday according to room occupancy	Allowed according to room occupancy	Allowed according to room occupancy
Field trips Approved PAS by VRA or Continuous Education as appropriate and endorsed by the COVID-UC All activities require a mobility pass and/or PCR test when relevant (A Transfer protocol is required)	Suspended	Allowed from Monday to Friday between suburbs (<i>comunas</i>) in stage 2 or upper and with a mobility pass only Suspended on weekends and public holidays	Allowed between suburbs (<i>comunas</i>) in stage 2 or upper	Allowed between suburbs (<i>comunas</i>) in stage 2 or upper
In person sports activities Approved PAS by VRA and COVID-UC	Suspended because of campus closure	Allowed from Monday to Friday	Allowed every day	Allowed every day

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

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

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

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

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

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.