

SAFE REINCORPORATION TO THE WORKPLACES

Prevention measures applicable in the different phases of the confinement de-escalation

You will work remotely

The health authorities recommend that, in the current situation and whenever possible, the continuity of remote work will be encouraged for those staff who can carry it out. If this is your situation:

1. Access the remote work procedure for the exceptional situation COVID-19 that we have prepared, <http://www.ub.edu/ossma/tramits/> and fill in the form for self-assessment of safety conditions. Complete it with the risk prevention training in a remote work environment that you will find there.
2. Organize and plan together with you or your boss the work you will do at home.
3. If you have any questions about prevention, please contact OSSMA (ossma@ub.edu).



You will work in person

1. Remember that you cannot come to work in person:
 - If you have any of the symptoms that may be associated with the coronavirus.
 - If you have been in close contact with a person with possible COVID-19 for the last 14 days.
2. Check if you belong to a group considered vulnerable to COVID-19:
 - Cardiovascular disease, including hypertension
 - Chronic lung disease
 - Diabetes
 - Chronic renal failure
 - Immunosuppression
 - Cancer in the active treatment phase
 - Severe chronic liver disease
 - Morbid obesity (BMI > 40)
 - Pregnancy
 - Over 60 years old.
3. If you are in any of the situations described above, you must complete the questionnaire for the detection of personnel particularly vulnerable to SARS-CoV-2, which you will find at the link <https://www.ub.edu/ossma/espai-preventiu-pas-pdi/questionari-vulnerabilitat-covid19-fase-3/> and wait for the answer of our Medical Service, which will inform you of what you have to do.
4. If you are authorized to access the facilities and you are not in any of the situations described above, or if despite being, the Medical Service has informed you that you can work in the UB premises, you can start preparing your activity, as shown below.
5. Agree with your boss the organizational measures described below, which are aimed at ensuring the safe interpersonal distance. Define, if applicable:
 - The redistribution of workspaces,
 - Establishment of shifts,
 - Schedule flexibility,
 - Identification of tasks in which it will be difficult to respect the safety distance in order to:
 - Incorporate physical barriers and separation elements (partitions).
 - Determine the conditions under which the use of health protection elements (surgical masks, facial screens, gloves, ...) or personal protective equipment (FFP2 masks, ...) will be mandatory depending on the activity.

Questionari vulnerabilitat COVID19

Detecció de personal especialment vulnerable a SARS-CoV2 i d'altres possibles situacions d'especial sensibilitat. Protocol específic per a la declaració d'activitats del personal de la Fase 2 del Pla de desescalada del confinament (versió 30/4/20), que ha de realitzar tasques de recerca imprescindibles que no es puguin desenvolupar a distància.

6. When accessing your workplace and during the exercise of your face-to-face activity, remember:

- I. The basic rules you must follow at all times:
 - When you access the centre, you must disinfect your hands well with hydro alcoholic gel¹ and let it dry before doing any activity.
 - Always keep a safe interpersonal distance (> 2m).
 - Wash your hands frequently and thoroughly with soap and water or with hydro alcoholic gel.
- II. You must wear the surgical mask provided at the entrance, and wear it whenever:
 - You go through common spaces.
 - You have to address someone.
 - You cannot strictly and permanently comply with the interpersonal safety distance, for example, in shared workplaces.
 - You cannot keep the interpersonal safe distance due to the activities you carry out (if you have to wear an FFP2 mask for your activity, this will be the one you will use in these cases).
 - You travel by public transport during the working day and for work.

You need to renew your surgical mask based on its use.
- III. You should wash your hands well often, and whenever:
 - You go to the toilet.
 - After coughing, sneezing or blowing your nose.
 - Before eating or handling food.
 - After handling rubbish.
 - After getting your hands dirty.
- IV. You must wear gloves:
 - When you receive material or packages (put on gloves to pick them up and disinfect the material with hydro alcoholic gel; once disinfected, you can handle the material without gloves).
 - When using commonly used equipment, tools or materials (which you must disinfect with a disposable wipe impregnated with hydroalcoholic gel before and after using them).
 - When you disinfect spaces, tables, etc. with chemicals such as dilute bleach solution or others. (In this case you should also wear goggles or face shield).

Continued use of gloves is not advisable, as they only serve as protection if used correctly and can create a false sense of security.

7. Here are some infographics to learn how to put on your mask and gloves correctly:



¹ It is important to allow the hydroalcoholic gel to dry well, and do not immediately use any equipment that may have a fire or flame.

8. Don't forget health recommendations:

13 d'abril de 2020

Recomanacions per al desconfinament de les persones treballadores no essencials

Sempre que sigui possible, es recomana fer teletreball.

No es pot anar a treballar en cas que tingueu símptomes.

Si teniu símptomes, si sou una persona vulnerable o un contacte estret d'algun possible cas de COVID-19 cal que, abans d'anar a la feina, consulteu amb el servei de riscos laborals de la vostra empresa.

Caldrà que feu el seguiment dels vostres símptomes dos cops al dia a través de l'aplicació STOP COVID19 CAT.

Si presenteu símptomes heu de tornar a casa i posar-vos en contacte amb el vostre metge o metgessa i amb el servei de riscos laborals de l'empresa.

#EnsEnSortirem

Cuideu la vostra salut emocional mitjançant l'app GestioEmocional.cat

Per a més informació, consulta canalsalut.gencat.cat/coronavirus

29 d'abril de 2020

Mesures de prevenció que han de seguir els treballadors que es reincorporen al centre de treball

Renteu-vos sovint les mans amb sabó o amb gel hidroalcohòlic.

Manteniu la distància de seguretat de dos metres amb la resta de companys.

Utilitzeu les escales en lloc de l'ascensor.

Eviteu els petons i les encaixades de mans.

Tapeu-vos amb el colze en tossir o esternudar.

Eviteu tocar-vos els ulls, el nas o la boca.

Eviteu compartir equips i dispositius amb altres treballadors.

Eviteu les reunions presencials, afavorint les videoconferències o altres sistemes no presencials.

Faciliteu la tasca del personal de neteja i desinfecció, deixant l'espai de treball el més lliure possible.

L'empresa us facilitarà els elements de protecció individual que es requereixin en funció del risc.

Cal que els treballadors facin seguiment i vigilància dels possibles símptomes dos cops al dia i que ho reportin a l'aplicació STOP COVID19 CAT.

#Salut

#EnsEnSortirem

La vostra empresa us informarà de les mesures organitzatives i de prevenció que hagi determinat, com l'ús de mascaretes, de guants i d'altres elements de protecció.

Per a més informació, consulteu canalsalut.gencat.cat/coronavirus

9. Let's do a little review

- Comply with all the prevention measures indicated.
- Always maintain the interpersonal safety distance of two meters.
- Avoid close greetings and physical contact, especially handshakes.
- Avoid using equipment, devices, utensils and objects from other workers as much as possible. If necessary, increase precautions and, if possible, disinfect them before use. If this is not possible, wash your hands immediately after use.
- Wash your hands frequently with soap and water and use hydro alcoholic solutions. Each wash should last at least 20 seconds, with soap and water, and do so especially after coughing or sneezing or after touching potentially contaminated surfaces.
- Cover your nose and mouth with a disposable handkerchief when coughing and sneezing, and then throw it in a rubbish can. If you do not have handkerchiefs, use the inside of your elbow to avoid contaminating your hands.
- Avoid touching your eyes, nose or mouth.
- Make it easy for cleaning staff by leaving your place free of objects and any items that make cleaning and disinfection difficult.
- Throw away any personal hygiene items — especially disposable handkerchiefs — immediately in the rubbish or bins.
- If you notice that you are starting to have symptoms, warn your colleagues and superiors, take extreme precautions for both social distancing and hygiene while you are at work, and contact immediately the occupational risk prevention service, with your primary care doctor, through the COVID-19 helpline, or use the STOP COVID19 CAT app from your mobile phone or tablet.

10. **WORK SAFE and in case of any doubt, contact with the person responsible for your space and with the OSSMA (ossma@ub.edu). Integrating prevention is vital in this situation: take co-responsibility.**



UNIVERSITAT DE
BARCELONA

Oficina de Seguretat, Salut i Medi Ambient (OSSMA)

<http://www.ub.edu/ossma/>

ossma@ub.edu