

BSC Working Guidelines during Covid19

BSC Covid19 Commission:

- Management Department Director
- Operations Director
- Head of Human Resources
- Health & Safety Manager

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Covid19 protocol (1/4)

- **What should you do if you have symptoms of covid19, or you have been in contact with a positive case of covid19?**

[Covid
Symptoms
\(click here\)](#)

1. Call your CAP to inform them and follow their instructions, including be tested.
2. Report your situation to covid19@bsc.es
3. You will be asked for a list of your closer BSC contacts* for last week.
4. You can not access to BSC until the CAP establishes that your quarantine has ended.
5. Commission of Covid19 at BSC will track the possible transmission of contagion within BSC facilities. They will contact all the people who could be affected and inform them the next steps.

** **Closer contacts:** people who you have been with, for at least 15 minutes in a day in total, at 2 meters or less (even with mask). Also, people who you have met without a mask, i.e., for having lunch.*

Covid19 protocol (2/4)

- **Covid19 suspicious cases:**

- Any suspicious case of covid19 must be reported, because the person has symptoms, or because the person has been in contact with somebody affected.
- In case that the symptoms appear at BSC facilities, there is an infrared thermometer at the Management office (Nexus II, 3D) to take the temperature without physical contact.
- In case of a covid19 contagion is detected at BSC facilities, tracking of the affected person's movements will be done, in order to identify who could have been in contact with the affected person, and to communicate them the next steps. Please write down your closer contacts with people at BSC, we would need this information.

Covid19 protocol (3/4)

- **Access restrictions: it is not allowed to access at BSC in the following situations:**
 - Having symptoms related to covid-19.:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue, body aches or headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea/ vomiting or diarrhea
 - If you have been in contact with someone who has tested positive by PCR in the last 10 days.
 - Being waiting for a PCR test's results.
 - If you have been in contact in the last 10 days with someone who is waiting for a PCR test results. This will help to stop the spread at BSC.
 - Being in a quarantine established by the CAP for any other reason.

Covid19 protocol (4/4)

- **Access restrictions: People in a suspicious case of Covid19 situation can not access to BSC under any circumstance until the quarantine ends.**
- People who are included in one of the following groups can not access BSC facilities. Except if they have an individual office and they can go to BSC in individual transport.
 - Diabetes
 - Cardiovascular illnesses, including hypertension
 - Hepatic illnesses
 - Lung illnesses
 - Renal illnesses
 - Immune deficiency
 - Cancer in an active treatment phase
 - Pregnancy
 - Morbid obesity
 - Older than 60 years old
- All who are in any of these groups (except age) must report their situation to covid19@bsc.es without specifying their condition.

Working options (1/2)

- **Working options:**

- The primary working way is the **remote working** until further notice. Currently, it is approved that working from home will be the main working mode until 30/09/2021. This date could be extended.
 - *In case of using the working from home option, please request it through the Employee APP <https://webapps.bsc.es/employee/new-request> New request → Working from home*
 - *You can do a general request for the total period, for instance (WFH Tuesdays and Thursdays, or 2 days per week, other)*
 - **IMPORTANT:**
 - *Coordinate with your team*
 - *Include in your petition the address, even if it is outside Spain*
- **Working at BSC facilities** is allowed, following the measures you can find in these guidelines:
- Both options are voluntary and you can do a mix of them.

Working options (2/2)

- **Equipment:**

- It is allowed to take from BSC facilities to home:

- Screen
- Mouse and keyboard
- Chair*
- Workstation

** Please try to do not rolling it, as the wheels can be damage. They are made only to facilitate the movement when you are seated, not to be transported.*

- **It is mandatory to make a request through Resource Petitions before taking any material.**

- Please check that the material you are taking corresponds to the place is assigned to you on the Places App: <https://webapps.bsc.es/places/>
- If it not correspond, you must indicate in the petition.
- For chair petitions, you must indicate the number of the label:



Working at BSC facilities (1/3)

- **Working at BSC facilities:** The priority working mode is still “working from home”, but it is possible to work at BSC facilities, following these measures:
 - There should be at least 2 meters of distance between two occupied workplaces. If there is not this distance between two workplaces, both workers have to work wearing a mask.
 - **It is mandatory to swipe the BSC card in the card reader:**
 - Use the closest card reader when you arrive, and at all areas you access. This measure will help to control possible transmission in a situation that a case of covid19 is declared at BSC facilities.
 - If you forget your badge at home, ask at Reception/Human Resources for a provisional badge. **It is forbidden to use the badge of a colleague to access BSC areas.**

Working at BSC facilities (2/3)

- **Working at BSC facilities:** Every team has to organise itself in a way that safety measures are assured. As there multiple situations and teams at BSC these are general aspects to consider:
 - Create a system to control every day who is working at BSC facilities and working from home. In large groups, it is recommendable to organise them by units.
 - According to the assigned places of each team, the team should coordinate itself in order to keep the safety distance (2 meters) between two people. It could be necessary to coordinate with other teams.
 - Keep stable groups to work at BSC facilities through turns or rotation in order to minimize the contagion risk at BSC and facilitate the tracking of transmission.
 - **H&S , HR and Covid19 commission can advice how to organise your team, please feel free to contact us.**

Working at BSC facilities (3/3)

- **Mobility:** it must be reduced to the maximum within BSC facilities.
 - **Prioritise the communication via phone or via online, through the available apps (chat rocket, Zoom, etc.).**
 - Avoid access to other areas different from your work area.
 - Keep always the interpersonal security distance (2 meters at least).
 - Use the stairs instead of the elevator whenever it is possible.
 - Use only the closest toilet from your assigned workplace.
- In case that it's necessary to go to a colleague's workplace to help him/her, the use of a mask is mandatory, as well as use disinfectant gel if it is necessary to touch her/his material (mouse, keyboard).
- **Meeting rooms maximum occupancy: 50% of their capacity.**
 - It is mandatory to keep 2 meters distance and wearing a mask during meetings.



Use of Masks (1/2)

- **Masks: It's mandatory to wear a mask while you are moving within the BSC buildings.**
 - It's necessary to wear a mask when you move from your assigned desk, or access to common areas.
 - It is not obligatory (but it is highly recommended) to wear a mask when you are working at your assigned place and there is a distance of more than 2 meters with your colleagues.
 - In case two people are working with less than 2 meters of distance, both must wear a mask.
 - According to the Catalan Government regulations, it is compulsory wearing a mask in public spaces, including the street or public transport.
 - In case you need a mask, you can pick it up at Management office.



Use of Masks (2/2)

- Masks: how to use it**



Wash hands and face.

Open the mask.

Take it from the front side (coloured) and leave the ear loops.

Hold the mask by both ear loops and place one loop over each ear.

Pull the bottom of the mask over your mouth and chin.

Mold or pinch the stiff edge to the shape of your nose.

Don't touch the front side of the mask neither your face.



Don't wear the mask hanging.

External people (1/2)

- **Access restrictions. Visits:**
- **Stays at BSC facilities are forbidden for external visitors.**
- Only is allowed the access of external people at BSC facilities for essential maintenance works, courier service and punctual visitors* for an interview or meeting if they can not be carried out online.
 - * In that case, they must register at Reception of Management (take into account the timetable of Reception) and only can access meeting rooms.

External people (2/2)

- **Meetings with external people:**

- The responsible of the meeting must assure that all the participants have not symptoms or contact with a positive case in the previous 14 days.
- The responsible have to register all the participants on the meeting and send it to covid19@bsc.es
- Caterings are not allowed.
- Eating at restaurants is not recommended.
- It is mandatory to use a mask and keep 2 meters of distance.

- **MN visits:**

- There is an specific procedure: <https://intranet.bsc.es/help-and-support/general-information/protocolo-de-visitas-capilla>

Reception service

- **Reception Management schedule (Nexus II 3D)**
 - From Monday to Friday from 9:00 to 14:00. This schedule could be modified when the new building is available.
- **Personal letters/packages**
 - Receiving personal letters/packages through courier services at BSC facilities is forbidden.

Commuting

- **Commuting:**

- Whenever it is possible, use an individual mean of transport. In case you can not go to BSC in an individual mean of transport, prioritize working from home.
- In case it is indispensable to use public transport:
 - Avoid take public transport at rush hour.
 - To use a mask is mandatory, both inside the vehicle and in corridors or platforms.
 - Keep the security distance at any time.
 - Do not use elevators if it is possible.



Hygienic measures (1/2)

- **Hygienic measures:**

- Wash your hands with water and soap frequently
- Use the disinfectant gel every time you access or leave your workplace. Also before and after to use common objects (printer, thermometer, fridge, etc.)
- Cover your nose and mouth with a tissue when you cough or sneeze. After using a tissue, throw it in the trash.
- If you cannot get a tissue at that moment, cover your nose and mouth with your sleeve or forearm.
- If you have to push a door, try to use your elbow or shoulder.
- Try to use your non-dominant hand when you have to press buttons or pull a door.
- Make an individual use of objects at BSC facilities (pens, keyboard, etc.)
- Make easier the cleaning staff's work: keep clear your desk (without papers and objects) and the transit areas.

Hygienic measures (2/2)

- **Use of printer, scanner:**
 - It is mandatory to use disinfectant gel before and after using a printer or scanner.



Foods at BSC (1/2)

- Having lunch at the workplace is forbidden.
- We recommend adapting the timetable in order you can have lunch at home.
- The most safety way to have lunch at Campus Nord is doing individually.
- If you have lunch with colleagues, the groups must be reduced (no more than 4 people) and with the same members. Avoid having lunch with different people everyday. Keep safety distances during the lunch.
- Dining room status:
 - UPC Residence dining room is closed.
 - Nexus II 1st floor room is open, but with very few spots.

Foods at BSC (2/2)

- **Coffee and water:**
 - **Water fountains and coffee machines:**
 - Use disinfectant gel before and after using the water fountains and coffee machines.
 - In order to reduce risks, fill a bottle from the water fountain and then use a glass/cup/little bottle to drink.
 - Please assure that your bottle doesn't touch the tap.
 - Clean your coffee cup after using it.



Working time

- **Working-time**

- There is flexibility in order to adapt the timetable to each need. The standard is 8am to 7pm, being from 10am to 5pm the core business hours (as usual).
- Members of BSC who have to take care of children or elderly relatives will have complete working-time flexibility.
- If you have asked to work at BSC facilities, you can combine working from home and working at BSC:
 - Example 1: Working at BSC from 8am to 1pm and WFH for the rest.
 - Example 2: Working at BSC on Monday, Tuesday and Thursday, and WFH on Wednesday and Friday.

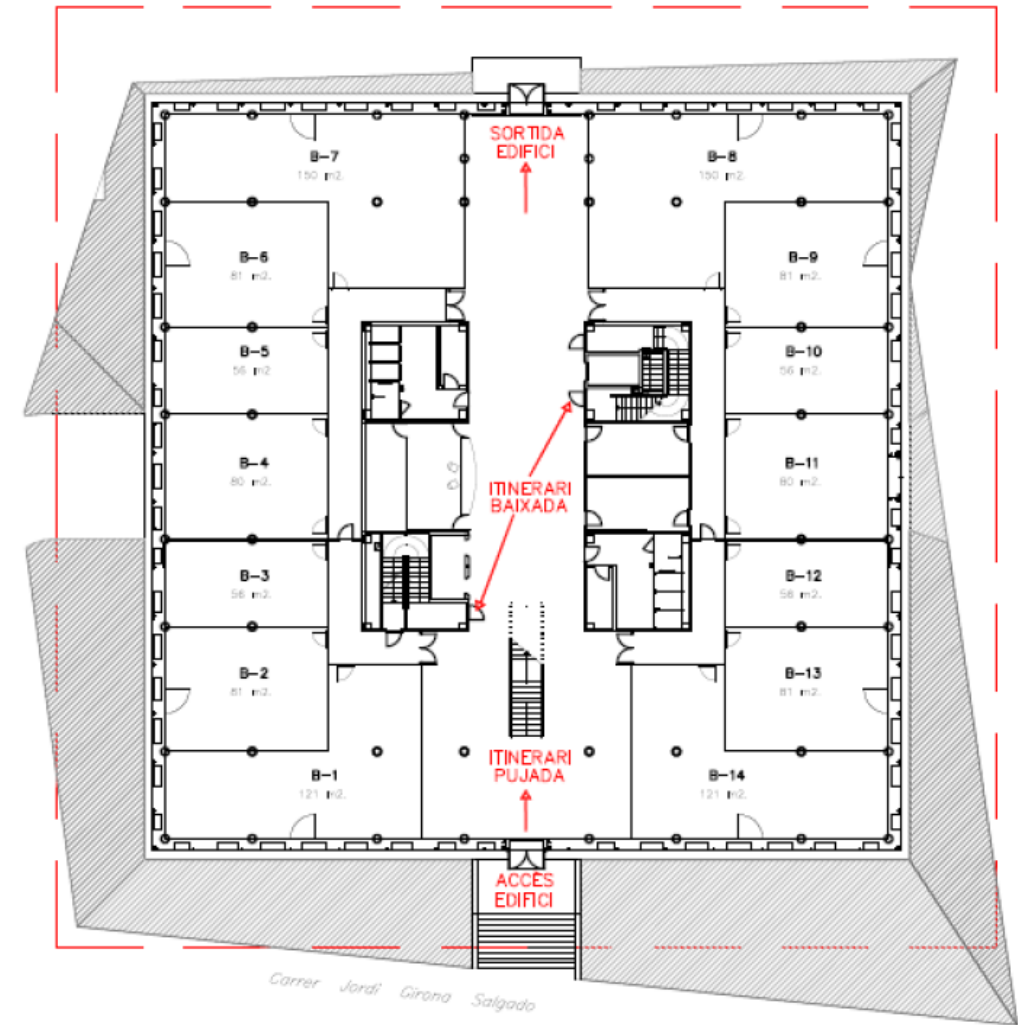
- **Travels**

- Travelling is not allowed. In case of special need, requests can be sent to covid19@bsc.es and the Commission will analysed them individually.

Buildings specific measures (1/6)

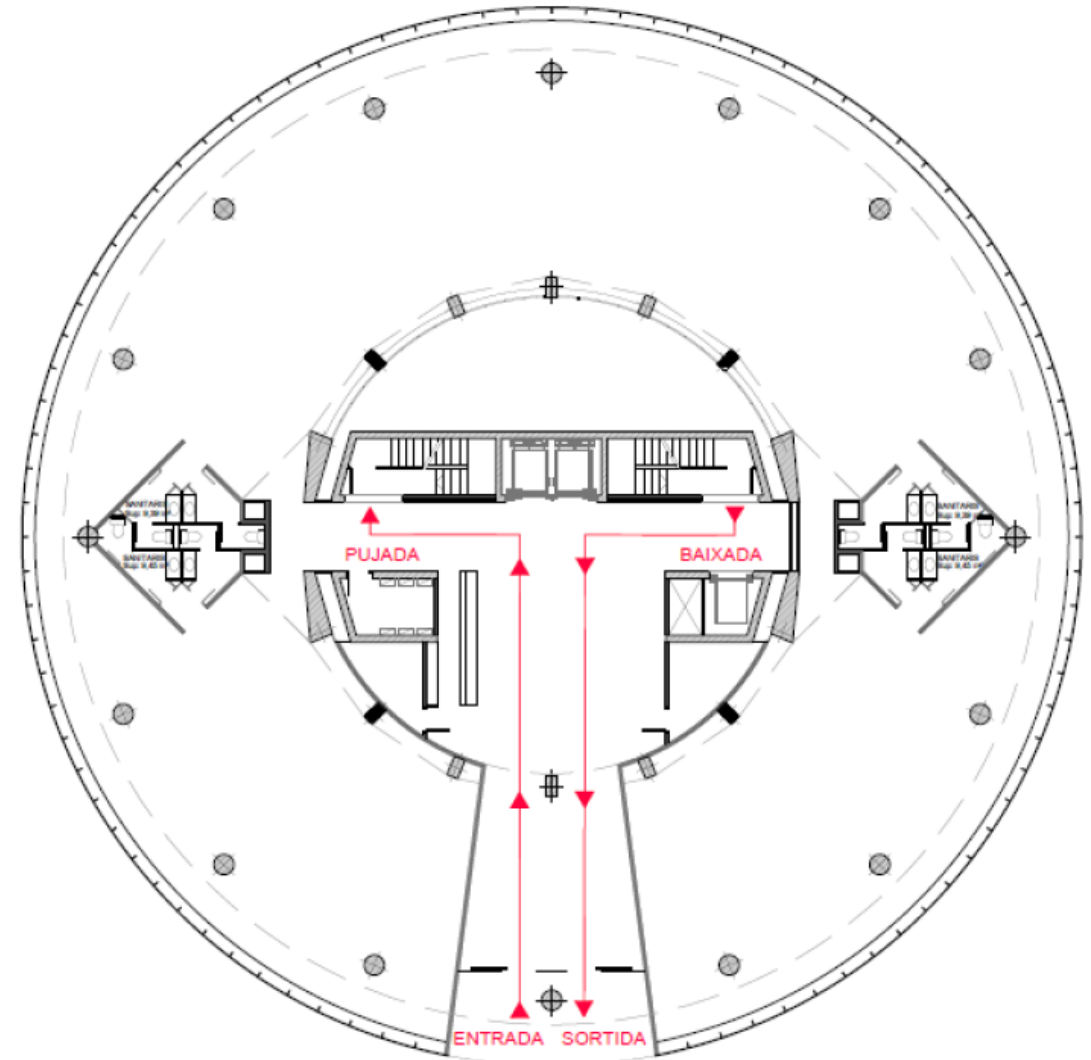
- **Nexus II measures:**

- The central stairs have to be used only for going up and the two emergency stairs for going down; in order to keep security distance.
- The main door of the building will be used as entrance and the back door (towards K2M building) will be used as exit.
- The use of the elevators is limited to one person (we recommend to do not use elevators)
- Keep the A/C equipment always on, in cold or fan mode.



Buildings specific measures (2/6)

- **Nexus I measures:**
 - Keep always the A/C equipment on, in cold or fan mode.
 - The left side door of the building is the entrance door. The right side's one is for the exit.
 - The left side stairs are for going up. The right side's ones for going down.
 - It is forbidden to stay at the common areas of the building, except toilet and reception.
 - The use of the elevators is limited to one person (we recommend to do not use elevators)



Buildings specific measures (3/6)

- **K2M measures:**

- Open windows for 10 minutes every 4-5 hours.
- Is it not recommended the use of elevators.
- Keep, whenever it is possible, the doors open.



Buildings specific measures (4/6)

- **C6 measures:**
 - Open windows for 10 minutes every 4-5 hours.
 - Is it not recommended the use of elevators.



Buildings specific measures (5/6)

- **Torre Girona/ Capella:**
 - Open windows for 10 minutes every 4-5 hours.
 - The use of the elevators is limited to one person (we recommend to do not use elevators)
 - People who work in Capella (Operations), use internal stairs only for going up. Use Torre Girona stairs for going down.



Buildings specific measures (6/6)

- **Til·lers:**

- Open windows for 10 minutes every 4-5 hours.
- The use of the elevators is limited to one person (we recommend to do not use elevators).
- When two people meet on the stairs, who is going up has to wait on the landing to assure the 2 meters distance.

