

Action protocol
in relation to the Coronavirus COVID-19
in the scope of health and safety

New Normal
and
Contingency Plan

Rev. 13 / 17th March 2021

HISTORY OF MODIFICATIONS

REV. / DATE	DESCRIPTION OF THE MODIFICATION
00 / 27 July 2020	Protocol for the New Normal and Contingency Plan
01 / 09 July 2020	Incorporation of students into the protocol
02 / 16 July 2020	Mandatory use of a mask
03 / 28 July 2020	Update to the latest version of the Osarten Protocol Clarification of the management of close contacts following the Osakidetza Protocol Specificities in the Orona Ideo Campus
04 / 03 September 2020	Adaptation to recommendations and instructions of the Ministry of Universities and the Ministry of Education at the start of the academic year
05 / 10 September 2020	Take body Temperature at home and guides to act in suspected cases, quarantine or positive cases
06 / 17 September 2020	Improvements and concretions in cases of quarantine, suspected cases or contagion by coronavirus
07 / 24 September 2020	Seating capacity definition; how to manage when a professor is missing; isolation when a close contact of a cohabiting member is positive
08 / 1 October 2020	Communication when there is a positive case.
09 / 8 October 2020	Indication that external people must follow MGEP protocol and staff members of MGEP must inform if they have had an incidence in a company. Modifications in the procedure of informing about cases at MGEP and extend the use of the email address covid.mgep@mondragon.edu . Clarify the command to air departments and classrooms. Recommendation to use the Radar Covid app.
10/ 22 nd October 2020	Indication that face-to-face meetings must not exceed the limit of 6 people. Indication that cases (positive, quarantine, isolation...) must be notified by completing the questionnaire in Intranet.
11/ 5 th November 2020	Teleworking option
12/ 4 th February 2021	Updates to new versions of laws, decrees and reference standards
13/ 17 th March 2021	Guidelines for Continuous Training students and tutors

CONTENTS

	Page
1. Introduction	4
2. Objectives and Scope	5
3. Protocol for the New Normal Scenario	6
3.1. Coronavirus risk assessment.....	6
3.2. Hazard identification and elimination	7
3.2.1. Verification of absence of symptoms.....	10
3.2.2. Persons with symptoms or who have had close contact with a symptomatic patient.	10
3.2.3. Measures to reduce the effects of face-to-face interaction	11
3.2.4. Staff management vulnerable to risk due to COVID-19	12
3.3. Organisational Measures	13
3.3.1. Possibilities of developing activities in a remote manner	14
3.3.2. Signalling of areas of concentration of people	14
3.3.3. Reception of persons and couriers.....	14
3.3.4. Work or internship in other companies	15
3.3.5. Training and information for working staff and students	15
3.4. Preventive Measures	16
3.4.1. Basic measurements	16
3.4.2. Collective measures	18
3.4.3. Use of personal protective equipment.....	18
3.4.4. Procedure for cleaning and disinfection of facilities	19
3.5. Emergency Management.....	22
3.6. Specificities for Orona Ideo, AsFabrik and Goierri	23
4. Contingency Plan: Modifications in the Protocol for the Crisis Scenario	23
4.1. Hazard identification and elimination	23
4.1.1. Access control	23
4.1.2. Telecommuting as a preferred option.....	24
4.1.3. Elimination or minimisation of trips and movement.....	25
4.1.4. Additional measures to minimise face-to-face interaction	25
4.2. Additional Organisational Measures	25
4.3. Additional Preventive Measures	26
4.3.1. Additional basic measures.....	26
4.3.2. Additional collective measures	27
4.3.3. Additional use of personal protective equipment.....	27
4.4. Emergency Management.....	27
5. Action in case of quarantine, suspicion or contagion by Coronavirus	27
5.1. Action in case of quarantine	28
5.2. Action in case of suspicion	28
5.3. Action in case of positive test for COVID-19	29
5.4. Procedure for action and disinfection of facilities in case of positive for COVID-19....	30
5.5. Identification and follow-up of close contacts	30
5.6. Data protection.....	31

1. Introduction

This document aims to establish the Action Protocol for MGEP workers and students, considering **health and safety aspects** in relation to the SARS-CoV-2 coronavirus, which causes the disease known as COVID-19. It includes general measures that must be adapted to the particularities of each organisational unit and work centre, always with the aim of preventing and responding to the possible appearance of new cases of COVID-19. Its purpose is the development of educational activity always from the prevention of the spread of COVID-19 in the educational community, that is, to guarantee access to a quality education of our students in conditions of safety and health, both for staff MGEP as for its students.

It has been prepared taking as a reference:

1. Decree-Law 21/2020, of 9 June, on urgent prevention, containment and coordination measures to face the health crisis caused by COVID-19.
2. The Basque Governments "Biziberri II" plan of October 2nd 2020.
3. The Lehendakari's Decree 36/2020 of 26 October, by which specific prevention measures are determined, in the scope of the declaration of the state of alarm of 25 October, as well as the 10 recommendations of the Basque Government of 2nd November.
4. Decree 4/2021 of 22 January, of the Lehendakari, on the third amendment of Decree 44/2020, of 10 December, on the consolidation into a single text and updating of specific prevention measures, in the context of the declaration of a state of alarm, as a result of the evolution of the epidemiological situation and in order to contain the spread of infections caused by SARS-CoV-2.
5. Osakidetza's update of 12 January 2021 of the Procedure for Tracking in Educational Centres and Schools.
6. The recommendations of the Ministry of Universities of 10 June and their update of 31 August 2020.
7. The General Protocol of action in the Educational Centres of the Autonomous Community of the Basque Country against Coronavirus (SARS-CoV-2), in the academic year 2020-2021, of 25 June 2020 and the modifications of 31 August.
8. The versions of 25th September and 18th September, respectively, of the Strategy for the early detection, surveillance and control of COVID-19 of the Ministry of Health and the Protocol for Epidemiological Surveillance Coronavirus Sars-Cov-2 of the Basque Government.
9. The version of 24th September of document with the instructions about how to act when there are positive cases of COVID-19 in education centres.

10. The version of 14 July 2020 of the Protocol prepared by Osarten in order to guide the actions to be carried out by cooperatives and companies of the Joint Prevention Service in relation to COVID-19.
11. The action procedure for the Occupational Risk Prevention Services in the face of exposure to SARS-Cov-2, of 14 July 2020.

MGEP is continuously carrying out a permanent analysis of the health alert situation in a variable scenario and with many uncertainties such as the current one. This requires us to ensure that all activities, both the current ones and the ones to be resumed later, can be carried out with the due guarantees in terms of health and safety. In this sense, it appeals to the responsibility of each person in the fulfilment of individual goals, as the joint action of our organisation and the persons who compose it will generate effective action in the fight against COVID-19.

The people who have participated in its preparation belong to the **Health and Safety Committee and the Crisis Cabinet** established for the occasion and is composed of Jose Luis Larrabe (Head of Prevention), Joseba Jauregi and Andoni Orrantia (Prevention Technicians), Harkaitz Garate, Ibon Ajuria, and Angel Gallo (Prevention Delegates), Mila Arregi (Administration and Finance Coordinator), Patxi Makazaga (Building Management Coordinator), Nekane Errasti (Engineering Coordinator), Gorka Aretxaga (Vocational Education Coordinator), Xabier Sagarna (Electronics and Information Technology Coordinator) and Carlos García (General Coordinator). Jose Luis Larrabe and Carlos García are the two reference persons of MGEP for aspects related to COVID-19 (link with the reference OSI assigned by Osakidetza).

In fact, this document contains two “Protocols”, corresponding to the two possible scenarios contemplated for the academic year 20/21:

- The “new normal”, which is applied at MGEP from 29 June and at the beginning of the academic year 20/21.
- The “crisis” scenario (equivalent to that experienced between March 17 and June 2020), characterised by a situation of a health crisis, health emergency, state of alarm and/or conditioning factors for the mobility of people and the development of all kinds of activities including health, recreational, professional, personal, etc.

The protocol, in both scenarios, has a dynamic character and will be updated periodically.

2. Objectives and Scope

The objectives of this protocol is the implementation of measures to ensure the health of the people who carry out their activities at MGEP (students, scholarship holders, workers, and subcontractors), the control of the spread of the virus, and the monitoring of the social measures

that the authorities recommend or establish at the time that face-to-face activity at MGEP is progressively resumed.

The responsibilities for the application of the measures included in this protocol are included in the MGEP prevention plan.

It is aimed at all persons who come to MGEP facilities or who are going to carry out work in other companies. These people are required to follow strictly the instructions set out in the protocol below. In this sense:

- All contracted companies/freelancers who work in our facilities will carry out their work once the Coordination of Business Activities (CAE) has been completed. Access by outsiders will be minimised as much as possible.
- External professors (Mondragon Lingua, Berbetan, Ardatz, Somorrostro...) that develop programmed activities in whatever MGEP campus, must follow this protocol.
- External personnel and visitors (clients, suppliers in commercial activities, professional members of the defence juries for End-of-Course or End-of-Master's projects or similar events, attendees at open conferences, etc.) will be subject to the same [basic measures](#) and [protection](#) as provided in this protocol. When passing through Reception, they will be given, in addition to the emergency leaflet, the summary sheet of this Protocol.
- Carriers will go directly to the unloading area (warehouse), having minimal contact with MGEP staff and limiting their movements within the company only to the warehouse.

3. Protocol for the New Normal Scenario

3.1. Coronavirus risk assessment

In the activities of MGEP, no risk scenarios of professional contagion to SARS-CoV-2 are identified for jobs without direct attention to the public, at a distance exceeding 1.5 metres, or with collective protection measures that prevent contact, as indicated in the risk identification and elimination section of this protocol. Consequently, the preventive measures are oriented to a scenario in which persons who carry out their activity at MGEP have a low probability of exposure to risk, as indicated in the table of risk scenarios of exposure to the coronavirus SARS-CoV-2 in the workplace, published by the Ministry of Health on 30 March 2020.¹

¹ Table 1 Table 1. Risk scenarios for exposure to the SARS-CoV-2 coronavirus in the workplace of the Action Procedure for Occupational Risk Prevention Services against exposure to SARS-CoV-2 of 30 March 2020.

Notwithstanding the implementation and planning of the measures indicated above, the Prevention Service will carry out, where necessary, risk assessments for exposure to the SARSCoV-2 coronavirus in positions in which it is not possible to comply with the general guidelines indicated above, for all MGEP personnel.

3.2. Hazard identification and elimination

The agent colloquially known as “Coronavirus” is a biological agent baptised as SARS-CoV-2, which causes the COVID-19 disease.

According to information from the health authority, transmission occurs through **close contact**² with the respiratory secretions of an infected person. **Exposure to coronavirus** can therefore occur through the air, when people cough, sneeze or simply by droplets of saliva that are expelled when speaking (Flügge droplets). In such situations, persons or objects in the vicinity may be affected by and transmit the coronavirus. Therefore, in addition to the air, contact with contaminated surfaces may cause hands to be infected, transmitting the virus via the mouth, nose and eyes (there is no evidence that it is transmitted through the skin).

There is evidence that the coronavirus can maintain its infectious power depending on the material in which it is found.³

- Copper: 4 hours
- Cardboard: 24 hours
- Stainless steel: 2 to 4 days
- Plastic: 3 to 4 days
- Paper: 3 hours
- Wood, clothing and glass: 1 to 2 days

Currently, the SARS-CoV-2 coronavirus is generically classified in the 2 of the “Coronaviridae” family (Annex II of Royal Decree 664/1997, on the protection of workers against exposure to biological agents during work).

¹ Table 1: Scenarios of risk of exposure to SARS-CoV-2 coronavirus in the workplace from the Procedure for Occupational Risk Prevention Services in the event of exposure to SARS-CoV-2 of 30 March 2020.

² Close contact: See definition in section [Action upon confirmation of case. Close Contact Surveillance.](#)

³ Technical Report Ministry of Health. Transmission media. 03/07/2020. The permanence of viable SARS-CoV-2 on copper, cardboard, stainless steel, and plastic surfaces was 4, 24, 48 and 72 hours, respectively, at 21-23°C and with 40% relative humidity. In another study, at 22°C and 60% humidity, the virus was no longer detected after 3 hours on a paper surface (print or tissue paper), after 1 to 2 days on wood, clothing or glass, and more than 4 days on stainless steel, plastic, money notes, and surgical masks.

According to the Labour Inspection Criteria⁴, the activity we carry out at MGEP is not considered as an activity of exposure to the risk of coronavirus, as it does not comprise a health or social health activity, so the RD for biological agents does not apply.

The health and safety aspects of this protocol aim to prevent situations in which people without respiratory symptoms may have SARS-CoV-2 coronavirus and, therefore, transmit it to the rest of the people in their work environment.

Depending on the nature of the activities and the transmission mechanisms of the SARS-CoV-2 coronavirus, these different exposure scenarios are established:⁵:

Risk exposure	Situations in which close contact with a suspected or confirmed case of symptomatic ⁶ SARS-CoV-2 infection may occur.
Low-risk exposure	Situations in which the relationship with a suspected or confirmed case does not include close contact.

⁵ Criteria of the Labour and Social Security Inspection regarding situations derived from the new Coronavirus.

⁶ Action procedure for the Occupational Risk Prevention Services in the face of exposure to SARS-CoV-2 of 19 June 2020.

⁷ According to the Strategy for the early detection, surveillance and control of COVID-19 of 11/08/2020:

- **Close contact:**
 - Any person who has provided care to a case: health or social-health personnel who have NOT used the appropriate protective measures, family members, or people who have other similar types of physical contact.
 - Generally, at community level, anyone who has been in the same place as a case, at a distance of less than 2 meters a total cumulative time of more than 15 minutes in 24 hours. In environments where it is possible to assess the tracking of the prevention measures, the risk prevention service or the person in charge for that purpose will do a personalised assessment. For the time being, and based on current evidence, persons who have already had a confirmed SARS-CoV-2 infection in the previous 90 days will be exempted from quarantine. Similarly, persons with a positive IgG result in the previous 90 days will also be exempted from quarantine.
 - In the context of educative centres, the instructions about how to act when there is a positive case COVID-19 in an educative centre will be followed.
- **Suspicious case:**
 - Anyone with a clinical picture of sudden-onset acute respiratory infection of any severity that includes, among others, fever, cough, or feeling of shortness of breath. Other symptoms such as odynophagia, anosmia, ageusia, muscle aches, diarrhoea, chest pain or headaches, among others, can also be considered symptoms of suspected SARS-CoV-2 infection according to clinical criteria.
- **Confirmed case:**
 - **With active infection:**
 - A person who meets the clinical criteria of a suspected case and has a positive PDIA (Pruebas Diagnósticas de Infección Activa).
 - A person who meets the clinical criteria of a suspected case, with a negative PDIA and a positive result for IgM by high-throughput serology (not by rapid tests).
 - Asymptomatic person with positive PDIA with negative Ig G or not performed.
 - **With resolved infection:**
 - Asymptomatic a person with positive Ig G serology regardless of the PDIA result (PDIA positive, PDIA negative, or not performed).
- **Probable case:** A person with severe acute respiratory infection with clinical and radiological symptoms compatible with COVID-19 and negative PDIA results, or suspected cases with inconclusive PDIA.
- **Case ruled out:** Suspected case with negative PDIA and negative IgM, if this test has been performed, in which there is no high clinical suspicion.

Low probability of exposure	People who do not have direct attention to the public or, if they do, it occurs more than two metres away or includes collective protective measures that avoid contact (glass partition, ambulance cabin separation, etc.).
------------------------------------	--

These three levels of risk place the persons at MGEP according to their activity, and the probability of proximity to a source of infection (due to the way the virus is transmitted).

The risk identification and elimination measures established in this protocol are intended to ensure that the exposure scenario for all jobs qualify as **LOW PROBABILITY OF EXPOSURE**.

The following are identified as a source of danger:

- Jobs, tasks and activities that are carried out at a distance of less than 1.5 metres from any person.
- Work surfaces or materials that can be touched by hand by workers who carry out their activity in its vicinity.

In order to identify these sources of danger at MGEP, the following tasks have been carried out:⁷

- A description of the cooperative's work and rest areas.
- A detailed description of the positions and work processes, including assigned staff and schedules, tasks to be performed, work teams, work organisation (schedules, breaks, etc.), etc.
- The following have also been considered:
 - The particularities of the workers who carry out activities outside the centre.
 - The manner in which workers and students will be able to travel to MGEP or the place of performance of their activity.
 - The presence of contractors, subcontractors and workers of said companies on the MGEP premises and their adaptation within the coordination of business activities.
 - The reception of visitors (clients, users or other people outside the organisation).

In order to **eliminate these sources of risk**, the actions to be carried out are those contained in the following paragraphs:

⁸ Osalan Document: Recommendations for preventive services in relation to the occupational health and safety of the working population to avoid the spread and contagion of COVID-19. Start of activity/maintenance of activities that are essential or subject to exception of 11 April 2020.

3.2.1. Verification of absence of symptoms

- All people (workers, students, outsiders) will have their temperature checked daily before entering any MGEP offices and campuses, in order to check that it does not exceed 37°C. Persons with temperatures exceeding 37°C will not go to MGEP in person and will be required to perform telecommuting.

3.2.2. Persons with symptoms or who have had close contact with a symptomatic patient.

- Persons who present symptoms compatible with COVID-19 or are in home isolation due to a diagnosis of COVID-19 or who are in a home quarantine period due to having had close contact with someone with COVID-19 should not go to MGEP.⁹ To this day, it is considered that the symptoms compatible with contagion are cough, fever, breathing problems, decreased sense of smell and taste, chills, sore throat, headache, general weakness, diarrhoea, and vomiting.
- If a worker or student begins to present symptoms compatible with the disease:
 - They will be isolated (if it is a student, accompanied by a teacher, in the planned isolation room – the first-aid room – which will be disinfected each time it is used with a suspected case). An FFPP2 mask will be provided. They will notify the corresponding Department or Service and Area Coordinator (if it is a worker) or their Semester Coordinator or Tutor and Centre (if it is a student), who will notify the Occupational Risk Prevention Service (telephone: 620978779). If it is an external worker, they will notify the Prevention Manager and follow their instructions.
 - The affected person will go home (with the assistance of MGEP, as necessary; if it is a student and a minor, after contacting the parents) and will immediately contact their First-Aid Centre to follow their directions.
 - The affected person will be considered a suspected case and will be required remain isolated at home until they have the results of the diagnostic tests. They must follow the recommendations indicated until their medical situation is assessed by a healthcare professional.
 - Until obtaining the diagnostic result of the case, no action on close contacts will be indicated, and the teaching activity will continue as normal, with extreme

⁹ Decree-law 21/2020, of 9 June, on urgent prevention, containment and coordination measures to face the health crisis caused by COVID-19.

hygiene measures. If the case is confirmed, a study of contacts will be carried out in the educational environment and outside by identifying, classifying and monitoring the contacts as established by the health authorities.

- Any worker or student who meets the conditions to be considered a close contact must follow what is established in the section on [Identification and monitoring of close contacts](#) of this document. In the event that the close contact is of non-occupational origin, the recommendations of the primary care health centre will be followed, and the health personnel of the Occupational Risk Prevention Service will be notified.

3.2.3. Measures to reduce the effects of face-to-face interaction

In order to avoid exposure, the following activities will be restricted:

- The use of an approved mask is mandatory for all workers and students at all times, except when alone in a closed space which is properly aired, or when eating, drinking or smoking in the designated spaces.
- It is mandatory to respect the seating capacity of the rooms. The capacity refers to the number of posts, seats that can be occupied in a room and it is indicated at the entrance of each room.
- An interpersonal distance of 2 metres will be required in face-to-face meetings, as well as the use of masks at all times. Face-to-face meetings of more than 6 people are not allowed. It is recommended that the meetings are held in an electronic or mixed way.
- Social premises are kept open with a reduction in capacity to guarantee the safety distance of 1.5 metres. Each person is responsible for cleaning their site and the components that they have used or touched before and after using them.
- Smoking may not be allowed across the MGEP premises except in the outdoors areas designated for this purpose and ensuring an interpersonal distance of at least 2 metres.
- In customer service services, the distance between workers and the public throughout the care process will be at least 1 metre when there are protection or barrier elements (e.g. screens or partitions) or at least 1.5 metres without these items. Face-to-face care to the public will be reduced to essential services, prioritising mailings, messages, telephone, and online contact, whilst promoting electronic procedures.
- In case it is common practice to use specific work clothes, each worker will take care of their clothing and cleaning it and, where necessary, will come dressed from home.

3.2.4. Staff management vulnerable to risk due to COVID-19

A particularly sensitive working person is understood to be one who has a known biological state due to previous pathologies, medication, immune disorders, or pregnancy.

The Ministry of Health has defined as vulnerable groups for COVID-19 people with cardiovascular disease, including high blood pressure, chronic lung disease, diabetes, chronic kidney failure, immunosuppression, cancer in the active treatment phase, severe chronic liver disease, morbid obesity (BMI > 40), pregnancy, and being over 60 years⁹.

The staff of the Health Surveillance Service will evaluate the presence of people who meet the criteria of workers who are especially vulnerable to coronavirus and will issue a report on the necessary measures for prevention, adaptation, and protection. To do this, it will consider the existence or non-existence of conditions that allow the work to be carried out without increasing the risk of the worker's health condition. The person's Coordinator Department or Service will carry out the adaptation or change of job position to adapt it to the necessary conditions or the change of activities. In the event that these actions are not possible, face-to-face work will not be allowed (that is, these people will have the possibility of telecommuting, where necessary).

For people whose jobs, after assessment, cannot be adapted to the job, or if it is not possible to make a change of position or activities or to provide adequate protection to avoid contagion or telecommuting, the Physician of the Occupational Hazard Prevention Service will issue the medical report for particularly sensitive persons, indicating the worker's situation of special sensitivity, detailing the underlying pathology in question and its current status, indicating the separation from their usual position and home isolation. In addition, they must certify the impossibility of placement in a compatible position.

After this medical report, the worker will contact their primary physician by phone and will inform of the availability of said report for sending by email (the physician must be contacted by phone, and the person must avoid going to the primary care centre they are indicated). The IT items issued by Osakidetza will be forwarded by the worker to the Personnel Administration area. The worker will also inform the Department or Service Coordinator.

The estimated duration of this withdrawal process will be in accordance with the duration that is determined at each moment for the state of health alarm and will cover, as a maximum, its duration. Discharge may be issued before said completion, when the Prevention Service

¹⁰ Technical document: Risk assessment of SARS-CoV-2 transmission by aerosols. Prevention measures and recommendations.

Physician issues a new report indicating that the situation of temporary disability must end, due to changes in working conditions or adjustments derived from the application of updates to the procedures published by the health authorities.

Students diagnosed as especially sensitive should inform their Semester Coordinator or Tutor to adapt, as far as possible, the learning process to the distance model.

3.3. Organisational Measures

The organisational measures implemented by MGEP are:

- [Identification and elimination of sources of danger](#) and [risk assessment](#).,
- Preparation of this Protocol and communication to the entire group of workers.
- Differential treatment for people vulnerable to risk from COVID-19.
- Acquisition and provision of screens, hygienic, surgical and self-filtering masks, gloves and gowns depending on the activity carried out. [See the Using Personal Protection section](#). Masks available for workers at each campus Reception.
- Delivery of a mask (and other PPE, where necessary) to each worker, individually. Each person is responsible for cleaning when these items are reusable.
- Acquisition of hand sanitiser and distribution in work centres to complement the recommended washing measures with soap and water.
- Replacement, where applicable, of cleaning agents for others of greater efficiency.
- Stock availability of cleaning products and protective equipment to avoid running out, in case of stock-outs.
- Increased the frequency of cleaning common facilities, transit and personal use.
- Increased frequency of waste removal.
- Increased air renewal in all workspaces whenever possible, either naturally or forced, and increased filter cleaning.
- Elimination of the use of lifts except for people with reduced mobility or for movement of large loads. In this case, the persons should avoid touching the keypads using their hands.
- Reinforcement of cleaning.
- Shifts for entrances and exits, sectorisation by zones, and design of itineraries in order to reduce interactions between people.
- Placement of informative posters reminding of the measures contained in this Protocol.

- Records of actions carried out, specifying the date, time, persons in charge, etc., and keeping all the documentation that may be generated in relation to the implementation of this protocol.
- Acquisition and use of devices to monitor indirectly (through systematic CO2 measurements) air quality and ventilation efficiency in classrooms and departments.
- Availability of financial resources for the development of all the preventive measures recommended by the health authorities.

3.3.1. Possibilities of developing activities in a remote manner

The option to telework is activated under the following conditions:

- It is applicable for those people who can carry out their normal activity from home.
- It is possible to telework up to a maximum of 2 full days per week or 4 half days per week.
- It is necessary to inform the Department Coordinator.
- People from each area must organize themselves in order to balance the presence in MGEP spaces and to respond to the activities.
- People considered vulnerable to the Covid will follow the indications of the company doctor with regard to face-to-face work. It is necessary to inform the Department Coordinator.
- People with children under 12 years of age (or dependents under their care) who require care at home, directly or indirectly caused by COVID-19 (e.g. being tested positive, being in quarantine, or closing the school service during the afternoon), if they so wish, may carry out teleworking activities that do not require face-to-face attendance. It is necessary to inform the Department or Service Coordinator.
- Workers in isolation or quarantine (not on leave) will carry out their activities teleworking.
- Those students positive for COVID-19 or in quarantine and those diagnosed especially sensitive by their primary care doctor may follow the classes via electronic means.

3.3.2. Signalling of areas of concentration of people

In areas where there may be an accumulation of people (social premises, coffee machine, etc.), it will be indicated by signs that the safety distance of 1.5 metres be kept and that the use of masks is required. In the event of closed premises, the maximum capacity will also be indicated.

The existence of bins covered with waste bags will be ensured.

3.3.3. Reception of persons and couriers

Areas where people and couriers are received will be signalled in a manner that requires maintaining a safety distance of 1.5 metres. In the cases where it is possible, avoid touching the parcel and instruct the courier to leave it in a designated place.

The personnel who attend the receptions will [use the indicated means of personal protection](#).

3.3.4. Work or internship in other companies

Both MGEP workers and students must ask the receiving company its COVID-19 protocol in order to follow its instructions. In case of an incidence due to Covid (quarantine, isolation for being suspicious or positive), both workers and students must inform MGEP following the instructions in this protocol.

3.3.5. Training and information for working staff and students

In order to guarantee that all people who carry out their activity in MGEP have specific and updated information and training in relation to COVID-19, the following actions will be carried out:

- **Communication to all workers of the Action Protocol against coronavirus.**
 - Risk and preventive measures. Use of personal protection.
 - Personal and collective hygiene measures.
 - Criteria established by the health authority to consider that a person may be affected. Close contact criteria.
 - Guidelines for action in a suspected case.
 - Information on home isolation in case of symptoms or a confirmed case (Osakidetza [Bas/ Spa](#)); (Ministry of Health [Spa](#))
 - Information on domestic waste in case of COVID19 (Osakidetza [Bas / Spa](#))
- **Installation of posters and signalling that promotes hygiene and prevention measures ([See](#))**
 - Recommendations to prevent the coronavirus. Osakidetza. ([Bas / Spa / Eng](#))
 - What can I do to protect myself? ([Bas / Spa / Eng](#))
 - A few guidelines to minimise the psychological effects of COVID-19 in the workplace. OSARTEN (Bas [A4, A3](#) / Spa [A4, A3](#))
 - [Information on when and how to wash hands](#)
 - Do you know when and how you should wear a mask? ([Bas / Spa](#))
 - Attitude in work centres ([Bas / Spa](#))
- **Training in the use of PPE related to the coronavirus:**
 - How to put on and take off the mask ([See](#))
 - Correct use of gloves ([See](#))
 - WHO guide on how to put on and remove the PPE ([See](#)).
 - Osakidetza guide on how to put on and remove the PPE ([Bas / Spa](#))
 - Telecommuting at home. Osalan. ([Bas / Spa](#))
 - Health and safety information for people in telecommuting ([See](#))

- Emotional approach to COVID-19 ([Bas](#) / [Spa](#))
- Video. How to wash your hands. Osakidetza. ([Bas](#) / [Spa](#))
- Video. Recommendations to prevent the coronavirus. Osakidetza ([Bas](#) / [Spa](#) / [Eng](#)).
- Video. How to act when travelling to transmission areas? Osakidetza. ([Bas](#) / [Spa](#) / [Eng](#))

3.4. Preventive Measures

3.4.1. Basic measurements

The following basic preventive measures are applicable to all MGEP people, as well as outsiders who, under authorisation, may access our facilities:

- Workers and visitors must respect the current interpersonal distancing recommendations.
- It is important to wash your hands often with soap and water or hand sanitiser, as well as always after coughing, sneezing, and blowing your nose.
- If there is no soap and water, use the hand sanitiser solution.
- The hand sanitiser is not effective for cleaning hands soiled by oils or grease etc. In these cases, the hands must be washed with soap and water.
- Nails must be cleaned using a special brush.
- Avoid touching your face, especially eyes, nose, and mouth.
- When coughing or sneezing, cover your mouth and nose with a bent elbow.
- Use disposable tissues and throw them into the specific containers once they are used.
- Avoid any physical contact. Maintain a **distance of at least 1.5 metres** between people, both in departments and in laboratories and classrooms. The use of masks, as indicated in the section on the [use of personal protective equipment](#), will be mandatory..
- Depending on the task to be carried out, the section on the [use of personal protective equipment](#) established in this protocol should be followed.
- In face-to-face meetings, the mandatory distance of 1.5 metres must be respected and a mask must be used. A limit of 6 people has been established .The meeting room should be kept open, and contact areas (tables, handles, supports) should be cleaned using hand sanitiser before and after the meeting.
- It is necessary to make sure that all rooms are aired (classrooms, departments, dining rooms, meeting rooms, etc). If there are windows, they must be in tilt and turn position, or if this is not possible window must be opened for ten minutes every hour.

- Leave the doors of corridors, offices, meeting rooms, etc. open so that it is not necessary to touch the handles.
- Avoid touching frequently used and commonly used surfaces such as railings, knobs, handles, etc. In case of touching them, wash your hands immediately.
- It is advisable to avoid as much as possible movement between different departments or areas, and, in case of doing so, to follow the pre-designed itineraries, wear a mask, and respect of the distance of 1.5 metres.
- Reduce travel abroad as much as possible. When it is necessary to carry out a PDIA test to access a certain country, it is necessary to contact the MGEP Prevention Service so that the test can be managed through Osarten (please note that the test results take about 24 hours).
- Before and/or after touching tools or any material, clean your hands with soap and water and clean such device. If they comprise shared equipment / tools, gloves should be worn.
- Avoid as much as possible sharing machines or facilities in workshops and laboratories.
- Avoid sharing office items (pens, markers, etc).
- The use of paper (exercises, reports, etc.) should be reduced as much as possible by making use of digital media. If it is necessary to deliver or collect paper documentation, the following should be done:
 - Wash hands before handing it in.
 - Wash your hands after picking it up.
- Celebrations or social events that involve crowds of people or sharing food or beverages should not be held.
- Whoever leaves the premises last must close the entrances to the outside and turn off the lights.
- The worker that considers suitable, can install in the mobile phone (personal phone or the one provided by MGEP) the RADAR COVID app, developed by the Ministry of Economic Issues and Digital Transformation which is integrated in Osakidetza. This app informs in an anonymous way the possible contact that might have taken place with someone that has been infected in the last 14 days. The effectiveness of this app is based on the high percentage of population that makes use of it.
- In the event that a worker or student at MGEP detects a potential risk situation that must be corrected, they should inform the reference person indicated in the following table, so that they can make an assessment and take additional actions as applicable:

Scope	Reference Person	Telephone
Prevention and Health	Jose Luis Larrabe	620 978 779
Biteri Hall of Residence	Mikel Aranburu	600 01 75 58
Engineering	Nekane Errasti	606 001 751
Vocational Training	Gorka Aretxaga	688 810 451
Research and Transfer	Roberto Uribeetxeberria	650 423 492
Continued Training	Gentzane Aldekoa	608 798 669
Services and in General	Carlos García	629 172 615

3.4.2. Collective measures

In cases where a safety distance of 1.5 metres is not possible, barriers or separation screens will be installed to prevent direct contact (use of intercom systems, windows, methacrylate partitions, transparent curtains, etc.), as well as delimitation and distance maintenance at counters, service windows, etc. In the event that this is not possible, personal protection equipment should be used.

Similarly, physical separations may be installed in traffic lanes or in common areas where it is not possible to maintain a safety distance of 1.5 metres.

3.4.3. Use of personal protective equipment

The use of a mask is mandatory, preferably a surgical mask or a reusable hygienic mask. If recommended by the physician, it may be advisable for particularly sensitive people to wear a FFP2 mask.

The use of masks should be considered only a complementary measure and never as a replacement for the preventive measures of physical distancing, hand hygiene, and avoiding touching the face, nose, eyes and mouth, as well as the other measures referred to in this protocol.

In relation to the measures to address COVID-19, considering the type of activities to be carried out, and following the Osarten guidelines, MGEP recommends the use of at least the following personal protective equipment, which complement those required by the job:

Activity	Mask	Screen	Other
Workers who interact with other people (clients, suppliers, windows, reception of people and couriers, etc.)	FFP2	Yes	
Workers, students, outside staff and visitors whose tasks are carried out at a distance from another person sometimes less than 1.5 metres	Surgical / Hygienic (disposable or reusable) or FFP2		

Preferably, the hygienic masks will have a reusable character. The worker will be responsible for the daily cleaning of the reusable masks.

The use of gloves is not recommended, but if they are used, they should be disposable and be used as many times as the different places or situations in which the worker performs their work. Discarded gloves will be immediately deposited in bags thus identified for later management.

3.4.4. Procedure for cleaning and disinfection of facilities

Cleaning buildings, lifts, common areas, facilities, machines, equipment and tools is essential. In general, the following must be considered:

- Procedure for cleaning potentially contaminated surfaces: These viruses are inactivated after 5 minutes of contact with common disinfectants.
 - ✓ Always use freshly prepared dilution.
 - ✓ To achieve the recommended concentrations from commercial bleaches:
 - 50g/l commercial bleach: add 25 ml of bleach to 1 litre of water
 - 40g/l commercial bleach: add 30 ml of bleach to 1 litre of water

As an example, a tablespoon equals 15 ml.
 - ✓ It is also indicated according to surfaces:
 - 70% ethanol.
 - 0.5% hydrogen peroxide.
- General cleaning procedures carried out by cleaning staff will be differentiated from the cleaning guidelines to be followed by all workers, our workplace or from the occasional use of common spaces.

3.4.4.1. General cleanliness of buildings and shared spaces

- The cleaning staff will use [personal protective equipment](#) indicated depending on the type of cleaning to be carried out and will dispose of them safely after each use, proceeding later to wash their hands.
- Cleaning will be carried out several times a day of common spaces such as reception and meeting rooms, as well as counters, doorknobs, counters, furniture, floors, shared telephones, critical areas of frequent use, etc. For this task, household bleach can be used. The usual detergents are sufficient.
- Regular disinfection should be carried out once a week at the production facilities and when there is a case of suspicion/confirmation of coronavirus ([see list of viricidal products authorised for use by the general public](#)). Disinfectants for use by specialised professional personnel must be applied by companies registered in the Official Registry of Biocide Establishments and Services (ROESB).
- Cleaning of work tools with commonly used soaps.
- Once the cleaning is finished, take off the gloves and throw them into the trash. Subsequently, complete hand hygiene should be carried out, with soap and water, for at least 40-60 seconds.
- Workwear textile garments must be washed mechanically in complete wash cycles at 60-90°C. Gloves will be used to handle “dirty” textiles. Clothes should not be shaken for washing.
- Cleaning activities should also be done between shift changes.

3.4.4.2. Particular cleaning of the workplace in laboratories, facilities, machines, work equipment, and tools

All persons at MGEP are responsible for the particular cleaning of the contact surfaces of the workstation and for the cleaning of the shared use spaces each time after using them.

The use of shared equipment such as printers, 3D drawing tables, educational models, 3D machines, etc., should be done by cleaning the contact surfaces before and after.

In workshops and laboratories, cleaning is essential, and the following will be considered to avoid damaging the equipment:

- Each workshop will be equipped with water sprayers with DESCOL disinfectant and 70% alcohol.
- Cleaning with DESCOL disinfectant should be performed on all parts such as handles, doors, handles, faceplates, etc. It can be used pure or diluted at up to 80% in water. It should not be mixed with any other chemical product. To apply it, the product must be previously impregnated on white roll paper (the usual one used in workshops for drying hands).
- 70% Alcohol Cleaning of parts such as keyboards and control screens.

- On measuring instruments such as callipers, micrometers and similar items, they should be cleaned with 70% alcohol after use.
- Worktables and table screws should be cleaned with DESCOL disinfectant by previously impregnating the product on hand paper.
- Tool carts and tool panels and their respective tools (hammers, spanners, and screwdrivers) should be cleaned after each use with DESCOL disinfectant following the same guideline described.
- In hand tools such as drills, electric grinders and similar items, the handles should be cleaned with alcohol.
- Control knobs of electric trucks and pallet trucks should be cleaned with DESCOL disinfectant.
- Regarding machine parts:
 - In machining centres, CNC lathes, EDM machines, and presses, the following cleaning operations must be carried out:
 - Cleaning with DESCOL disinfectant of:
 - Electrical panel general switch
 - Door and door handles
 - Dividing plates, clamps, tool holders
 - Tool cabinets for each machine.
 - Used tools.
 - Cleaning with 70% alcohol:
 - Keyboard, mouse, and control screen
 - At the end of the working day, it is advisable to spray visible parts that are not painted such as clamps, faceplates, etc. with CRC corrosion inhibitors.
 - In conventional lathes, vertical milling machines, drills, band saws, shears, conventional grinding machines, grinding wheels, and welding equipment:
 - Cleaning with DESCOL disinfectant of:
 - General switch
 - Levers, on/off switches
 - Chucks, tool holders, faceplates, and clamps
 - All actuation levers such as brakes, gear changes, etc.
 - Tool cabinets and their respective tools.
 - Cleaning with 70% alcohol:
 - Display screens and their respective keyboards.
 - In the three-dimensional machine and in laboratory machines:
 - Cleaning with 70% alcohol:

- Screens, keyboards, and keypads.
- At the end of the working day, it is advisable to spray visible parts that are not painted such as clamps, faceplates, etc. with CRC corrosion inhibitors.

Regarding electric and electronic equipment:

- Electronic equipment in fixed positions (oscilloscopes, power supplies, other measuring equipment, etc.)
 - Keyboards, keypads, selectors, screens, etc. should be cleaned with a cloth or paper moistened with 70% alcohol. Cleaning will be done with the equipment de-energised.
 - Whenever possible, the equipment should be used individually.
 - Accessories (probes, cables, cards, etc.) for collective use should be handled with gloves, cleaning the surfaces to be handled with a cloth or paper impregnated with 70% alcohol, before and after use.
- Portable electronic equipment (measuring equipment, accessories, etc.)
 - Cleaning with a cloth or paper moistened in 70% alcohol before starting the use on the different contact surfaces.
 - Before leaving the equipment in its place of origin, both the contact surfaces of the equipment and the accessories used must be cleaned with 70% alcohol.
- Electrical installations and connections in general
 - Whenever possible, the handling of the different parts of any electrical assembly will be carried out individually. If this is not possible, gloves must be used.
 - After handling any part of an electrical installation, any surfaces that are exposed to contact (thermo-magnetic motors, differentials, electrical cabinet handles, contactors, transformers, motors, actuators, etc. should be cleaned with a cloth or paper moistened with 70% alcohol. In the event that the components to be cleaned cannot be de-energised, it must be ensured that the cloths or papers impregnated with 70% alcohol do not drip.

All disposable cleaning and protection items used will be placed in a “residual fraction” (“errefusa”) container with a covered bag.

3.5. Emergency Management

The emergency management system is modified, that is, if the emergency signal is activated, all the personnel located at the MGEP facilities at that time will leave the building to gather at the meeting place designated in the self-protection plan, maintaining as far as possible

the interpersonal distance of 1.5 metres and wearing a mask. In case of emergency, the established evacuation routes must be followed, ignoring the routes marked in each building due to COVID-19.

3.6. Specificities for Orona Ideo, AsFabrik and Goierri

On the Orona Ideo campus, the guidelines established by the responsible entity, Orona, must be followed, which establish that the reference interpersonal distance will be 2 metres, ensuring a minimum of 1.5 metres, and that a temperature control should be carried out on all persons who access the site.

The AsFabrik campus follows the protocol established for Bilbao, with minor differences.

On the Goierri campus, the protocol established by the Goierri Fundazioa must be followed.

4. Contingency Plan: Modifications in the Protocol for the Crisis Scenario

In the event of a new health crisis caused by large outbreaks or new waves of COVID-19, it is foreseeable that the relevant authorities will declare crisis situations and selective confinements and order the implementation of health measures such as limitations on mobility or face-to-face activities. In that case, and based on the experience of the period between 19 March and June 2020, the “Protocol for the Crisis Scenario” would be applied in MGEP, which adds to the “New Normal Protocol” the measures contained in the following sections.

4.1. Hazard identification and elimination

Hazard Identification and Elimination In a crisis scenario, and with the aim of minimising risks, the interpersonal distance reference to be respected will range from 1.5 metres to 2 metres. Therefore, the following are identified as **sources of danger**:

- Jobs, tasks and activities that are carried out at a distance of less than 2 metres from any person.
- Work surfaces or materials that can be touched by hand by workers who carry out their activity in its vicinity.

In order to **eliminate these sources of risk**, the actions to be carried out are indicated in the following sections:

4.1.1. Access control

The following additional measures are established:

- Verification of the absence of symptoms:¹⁰ Access control will be carried out by measuring the temperature control (<37°) of all persons who access the facilities, including workers. The people who carry out this control must follow the [basic](#) and [protective](#) measures provided in this protocol.
- Access by outside personnel (subcontracted companies/freelancers) will be minimised as much as possible. Said access must be informed to the General Coordination and be authorised in advance. The authorisation of access to non-MGEP personnel is subject to their knowledge and compliance with this protocol. In order to register the acknowledgment of receipt of the information of the people outside the company who come to the facilities, the information document with this Protocol and the [basic](#) and [protective](#) measures will be available in the access control area, with the collection of each person's signature.

4.1.2. Telecommuting as a preferred option

For the group involved in this crisis situation, telecommuting will be preferred to face-to-face work. Similarly, the training will become given remotely.

If it is necessary to go to the MGEP facilities to carry out work tasks, the person will inform the Department or Service Coordinator, who will analyse the manner to carry it out, informing the Head of Prevention and ensuring compliance with this Protocol. The communication must be made prior to 12:00 on the eve of the day when the persons is going to attend MGEP, indicating the head office, building, and period. In the case of application of several people to the same or close workplace, the possibility of preparing shifts or schedules for applicants will be analysed. The General Coordination area will prepare the corresponding certificate that justifies the mobility for work reasons.

The maximum working time will be between 8:00 and 18:30 on weekdays, and the entry for timely control according to this protocol will be between 8:00 and 9:30.

This applies to partners, contractors (including doctoral students) and MGEP scholarship recipients. Students who are not scholarship holders will not be able to access the MGEP facilities.

In the [training and information](#) section, health and safety recommendations for telecommuting are provided.

¹⁰ Action protocol against coronavirus (COVID-19) for the Basque Government industry of 23/03/2020.

4.1.3. Elimination or minimisation of trips and movement

For the group affected by the crisis situation, any movement is prohibited except from home to work and vice versa and except for trips in which the activity itself inexcusably requires going to the customer, supplier, or partner centre. Trips between different MGEP locations should be avoided as much as possible.

4.1.4. Additional measures to minimise face-to-face interaction

In order to avoid exposure during the crisis period, the affected group will take the following measures:

- Face-to-face meetings that do not guarantee a safety distance of 2 metres are suspended. These will involve non-face-to-face meetings (both internal and external). If essential, the basic measures should be followed..
- Dining rooms and changing rooms involved will be closed. In case it is common practice to use specific work clothes, each worker will take care of their clothing and cleaning it and, where necessary, will come dressed from home.
- The social premises involved in which, after their valuation, it is not possible to guarantee the 2 metres of safety distance will be closed. Social premises that remain operational must be signposted as established in the preventive measures section of this document and must comply with the established capacity – shifts. Each person is responsible for cleaning their site and the components that they have used or touched before and after using them.
- All face-to-face trainings that do not meet the safety distance and capacity requirements are postponed. Online training is allowed, as opposed to face-to-face. This measure is applicable both when receiving training and giving it within the framework of the Continued Training activity.
- Work that involves contact with users or groups of people (events, congresses, etc.) is suspended, with new execution dates being rescheduled.
- In case personal attendance is required, it is recommended that it be done continuously.
- For personnel sensitive to risk due to COVID-19, telecommuting will be mandatory. The treatment of exceptions to this instruction must be done with the approval of the Department or Service Coordinator and the Head of Prevention.

4.2. Additional Organisational Measures

Additional organisational measures for the crisis scenario include:

- Measurement of the body temperature of all the workers and subcontractors on a face-to-face shift when entering work each day. The measurement will be mandatory and will be carried out at these points:
 - In room 5001 of building 5 (access through the south entrance of the Biteri Hall of Residence) on the Arrasate Campus, between 8:00 and 9:30 and between 14:00 and 14:30 for those who only attend the afternoon shift.
 - In room 11006 in building 11, between 8:00 and 9:30 in the morning shift.
 - At the Reception/Harrera at the Orona Ideo Campus between 8:00 and 9:30 and between 14:00 and 14:30 for those who only attend the afternoon shift.

In moments of waiting before passing the control, it is important to maintain a distance of 2 m between people.

- Closure of the reprography centre.
- Limitation on the use of bathrooms.

4.3. Additional Preventive Measures

4.3.1. Additional basic measures

In the event of a crisis, the following is also required:

- People must take extreme measures of social isolation in force, restricting contacts and limiting them to the essential ones.
- The guidelines established at the citizen level by the health authority must be followed at all times in relation to travel. Movement from home to work will be carried out individually, preferably, or keeping a safe distance in the vehicle or in public transport.
- The interpersonal distance will be increased to **2 metres**.
- Visits are not received except in necessary cases with the approval of the Department or Service Coordinator.
- Physical meetings with other colleagues must be avoided, ensuring that they take place via electronic means. If this is not possible, a maximum of 4 people may be present, maintaining the mandatory distance of two metres. The meeting room should be kept open.

4.3.2. Additional collective measures

In cases where a safety distance of 2 metres is not possible (windows, traffic lanes, common areas, etc.), barriers or separation screens will be installed to prevent direct contact. In the event that this is not possible, personal protective equipment will be used.

The established escape routes must not be modified or obstructed by any of the physical separation components mentioned above.

4.3.3. Additional use of personal protective equipment

In case of crisis, in addition to the usual ones:

Activity	Mask	Screen	Other
Person who performs the access control with temperature measurement	FFP2	Yes	
Workers in maintenance tasks of facilities and equipment (air conditioning, sanitary water, waste handling, etc.)	Surgical / Hygienic (disposable or reusable)	Yes	
Yes Workers whose tasks are performed in laboratories or workshops, equipment maintenance, or manufacturing	Surgical / Hygienic (disposable or reusable)	Yes	Washable gown

4.4. Emergency Management

If the emergency signal is activated, all persons who are at the MGEP facilities at that moment will leave the building to gather at the meeting place, maintaining as far as possible the interpersonal distance of 2 metres and wearing masks. In case of emergency, the established evacuation routes must be followed, ignoring the routes marked in each building on the occasion of COVID-19. Because it is not possible to ensure the existence of the alarm and evacuation equipment, personal involvement in evacuation is more than ever necessary.

5. Action in case of quarantine, suspicion or contagion by Coronavirus

To help follow up on cases related to the Covid (quarantine cases, suspicious cases or positive cases), both workers and students complete the following Intranet questionnaire:



The situations that may arise are:

1. Positive.
2. in quarantine for having been in close contact.
3. Isolated by suspect (with symptoms).
4. Isolated for being a co-habitant of a suspicious case.

Depending on the case, the information will automatically reach the people involved (Area Coordinator, Department Coordinator, Prevention Officer, Semester Coordinator or tutor, etc.). The person is responsible for keeping MGEP informed of any changes in his/her situation (test results, etc.) always using this same questionnaire.

5.1. Action in case of quarantine

If Osakidetza indicates that a person has to be in quarantine because it is considered close contact of a positive case, the person completes the questionnaire and will remain at home for the indicated time (10 days).

5.2. Action in case of suspicion

In any case of suspected symptoms, (respiratory symptoms such as cough, temperature higher than 37°C, sore throat, difficulty in breathing, loss of smell, etc.) and/or infection by Coronavirus, the person completes the questionnaire and contacts its regular Health Center (until his or her medical situation is evaluated by a health professional, and he or she is discharged, he or she will not be able to return to their workplace in case of an employee, nor will be able to resume their activity if they are students).

If a student is at MGEP, he or she will be isolated in the First Aid room (with an accompanying teacher), both of whom will wear an FFP2 mask. The accompanying person will inform his/her Semester Coordinator or Tutor and will put in CC the Director of his/her Center (Nekane Errasti in Engineering or Gorka Aretxaga in Vocational Training), who will inform the Head of Occupational Risk Prevention.

When a close contact of a cohabiting member of a worker or student is suspicious, it is recommended to the worker or student to isolate in quarantine at home and to follow the medical instructions until the suspicious case is discarded.

MGEP will take charge of the following measures:

- Following the indications of Osakidetza and the Basque Government (closing of premises or areas, quarantine and/or telecommuting for certain groups, etc).
- Informing the Prevention Delegates.
- Managing temporary disability if it is a worker and as necessary.

5.3. Action in case of positive test for COVID-19

In case of a positive result in the COVID-19 diagnosis, the person will complete the questionnaire, will stay at home and will follow Osakidetza's instructions.

- If it is an external professor (Mondragon Lingua, Berbetan, Goierri, Somorrostro, etc), in programmed activities, informs to the email covid.mgep@mondragon.edu and to the semester coordinator or tutor to coordinate and manage the situation with the students. If MGEP manages the installations, also informs to the Head of Occupational Risk Prevention in MGEP.
- If it is an external professor developing one-time activities (to give a 2 or 4 hour talk, for example) and the activity was 48 hours before beginning the symptoms (or giving positive in a test in the event of asymptomatic), the professor must inform the contact in MGEP who informs to the email covid.mgep@mondragon.edu and to the Head of Occupational Risk Prevention.
- If it is a Continued Training student present at MGEP up to 48 hours before the onset of symptoms (or positive in the case of being asymptomatic), he/she will inform his/her tutor at MGEP, who will notify the e-mail address covid.mgep@mondragon.edu and inform the Head of Occupational Risk Prevention.

MGEP will be in charge of:

- Contacting the reference OSI, who will contact their reference in the Sub-Directorate of Public Health of the Territory.
- Collaborating in the identification and monitoring of people who have had close contact with the affected person (by the prevention service and in coordination with Osakidetza).
- Disinfecting the facilities in case of positive test for the Coronavirus.
- Communicating to the class and to the semester teams that a person has positive diagnose in a test and that the measures described in this protocol start-up.

The Public Health Service, alongside risk prevention service, will assess whether the teaching staff and staff of the centre should be considered as having close contact with the

confirmed case, based on the adequacy and monitoring of the prevention measures adopted and the activities carried out. The health authorities will carry out an active follow-up between the contacts identified as close, who must remain at home, keeping a period of quarantine. Once the contacts have been studied and quarantine measures have been established for those considered close, teaching activities will continue as normal, taking precautionary measures and carrying out passive surveillance.

5.4. Procedure for action and disinfection of facilities in case of positive for COVID-19

1. The affected facilities must be disinfected before they can be used again.
2. The space where the person has worked for at least 4 hours must be ventilated forcefully and/or naturally. Ventilation should start at least 2 hours prior to the start of the disinfection work.
3. In the protocol for cleaning and disinfection of the space, air supply and return grilles should be provided. Removal and cleaning and disinfection of the filter of the indoor unit (fan coil, split), if any, should be performed. Cleaning and disinfection of the indoor unit, if any, should be performed by spraying a disinfectant solution.
4. The cleaning staff must be protected with the appropriate PPE, as indicated in this protocol.
5. The person directly responsible will carry out an assessment of the work areas where the symptomatic person has carried out their activity so that they proceed, in a controlled manner and with appropriate PPE, to the collection of personal items, and that a disinfection of the work area and the tools or work equipment that you may have contacted.
6. The cleaning and disinfection process must be carried out with special attention in facilities in which it is evaluated that greater risks of exposure may occur, such as bathrooms, common areas, etc. To facilitate and ensure the effect of disinfectant solutions to all critical points of the facilities, it is advisable to use area dispersion equipment (foggers or similar equipment).
7. After disinfection of the facilities, they will be available for use again.

5.5. Identification and follow-up of close contacts

The Head of the Occupational Risk Prevention Service will be in charge of establishing the mechanisms for the investigation and follow-up of close contacts, in coordination with the public health authorities during the two weeks following the appearance of the positive case.

In situations of close contact with a suspected, probable or confirmed case of COVID-19, the primary care indications of Osakidetza will be followed, which currently consist of quarantine in all cases in case of coexistence between both and, for non-cohabitants, quarantine only if it is a confirmed case (and surveillance until confirmation or ruling out in the rest of the

cases). During quarantine, the person will be telecommuting with active monitoring of symptoms. This applies to both workers and students.

The Head of the Occupational Risk Prevention Service will be in charge of:

- Notifying the Department or Service Coordinator, the General Coordination and Prevention Delegates of the situation of preventive isolation.
- Communicating the [list of close contacts](#) and [Annex 2](#) to the Osalan Occupational Health Unit of the Historical Territory to which the company belongs.
- Providing each close contact with the [Close Contact Report](#) so that they can contact their primary care centre to manage the TI.

If the **contact has been casual**, normal activity will continue, and passive monitoring of the appearance of symptoms will be carried out.

5.6. Data protection

The processing of personal data, even in health emergency situations, must continue to be treated in accordance with the regulations for personal data protection (RGPD and Organic Act 3/2018 on the Personal Data Protection and guarantee of digital rights). These regulations have provided for this eventuality of health emergency, so its principles apply to it, including the treatment of personal data with lawfulness, loyalty and transparency, limitation of the purpose (in this case, safeguarding the interests of the people in this pandemic situation), the principle of accuracy, and the principle of data minimisation. Regarding the latter, the data processed must be exclusively limited to those necessary for the intended purpose, without said treatment being extended to other personal data not strictly necessary for said purpose.