



Introduction:

The following is a summary of Health & Safety measures designed to confront the medical hazard that the COVID-19 may represent on the development of EUSA's Study Abroad Programmes in the 2020/2021 academic year. It is a compendium of protocols derived from those established by the three schools of our campus: EUSA University Centre, Nuevas Profesiones Vocational Studies School and the Chamber of Commerce of Seville's Business School. The latter directly draw from the "Guía de buenas prácticas en los centros de trabajo" published by the Spanish Ministry of Health, from similar documents published by the Andalusian Regional government and from the protocols published by the Spanish Work Hazard Prevention Services.

Purpose:

In order to keep EUSA's student, staff and faculty safe, the implementation and adherence to the following protocols will be required of all participants, in any status or degree of responsibility. Access for all to high quality education remains the goal of our institution and the measures described herein are pivotal in protecting the work/learning space and individuals from increasing the already latent COVID-19 hazard.

The main requirement will be reducing the likelihood of transmission through social distancing and campus density reduction, and a combination of the use of personal protective equipment and hygienic measures.

Protocols & Recommendations as of September 16th, 2020:

Please read carefully the following information covering protocols and recommendations to apply during your semester abroad which has been adapted into English for our international students from the *Manual de Protocolo COVID Centros Educativos EUSA y Nuevas Profesiones*, available for download [here](#). This document provides exhaustive instructions for students, staff and faculty to apply under any circumstances and which will be readily accessible upon programme start date. National and international students, faculty and staff will all have to adhere to the guidelines below. The protocols apply to all campus facilities, including classrooms, coffee shop areas and common spaces.

For the benefit and health of all, failure to comply with these protocols and any norms that may be implemented at a later stage may result in sanctions. Staff, faculty and students will be required to confirm reception of these protocols prior to programme commencement.

Prior to Programme Start Date

1. Students will receive these protocols and Spanish Public Health orders together with other programme-related information via email prior to arrival.



2. All communications will come from the official email: internationaloffice@eusa.es. It is highly recommended that students save any health and safety related emails during the duration of their study abroad period.
3. During orientation, once in Seville, students will need to follow all protocols described below to maintain distance and keep safety hazards at a minimum.
4. Health and safety protocols will be updated during orientation.
5. Locations where sanitary equipment is available will be provided both prior to arrival and during orientation.

Before coming to the campus

1. Follow Public Health orders at all times.
2. If you show any symptoms (cough, fever, breathing difficulty, etc) that may be associated to COVID-19 you should not come to the campus. Contact Salud Responde +34 955545060 and the International Office and follow instructions. You may need to remain isolated for a period of 14 days.
3. If you have been in contact or have been unable to keep your distance with anyone infected with COVID-19, you should follow the same instructions of point 2 above.
4. Be particularly cautious if you belong to a risk group.
5. Contact the International Office in case you require special accommodations of any kind.
6. Even if/when the campus is able to provide personal protection equipment against COVID-19, students should have a provision of masks, hydroalcoholic gels, soap and solutions readily accessible.

On your way to the campus

1. Follow Public Health orders at all times.
2. Individual transportation should be prioritized when possible.
3. Maintain a 2-meter/6-foot interpersonal distancing.
4. The use of face masks is compulsory.
5. Extreme caution when using public transportation.

While on campus

1. Follow Public Health orders at all times.
2. The use of face masks is compulsory.
3. Access to the building will be done in stages, classes starting at different times.
4. Upon entering the campus, it is mandatory to clean footwear on the shoe disinfectant carpet located at each entrance.
5. Upon entering the campus, use the hydroalcoholic gel dispensers located at each entrance.

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EUSA University Centre



6. Regularly use the hydroalcoholic gel dispensers located at each floor of our campus buildings, and any other hygiene control devices that may be available on campus.
7. Wash your hands frequently at the restrooms located on campus using soap dispensers.
8. Restroom use is restricted according to the signs found at the entrance of each restroom. Always try to use the restroom located at the level you are on when available.
9. Maintain a 2-meter/6-foot interpersonal distancing on the halls and common areas: cafeteria, entrances, study areas, etc.
10. Avoid the use of elevators as much as possible; use staircases instead.
11. Follow the indications to progress through halls and staircases and do not block the way.
12. Remain in common areas as briefly as possible.
13. Avoid crowding any campus spaces and large groups.
14. Smoking is prohibited on campus premises.
15. Access to the campus by people not belonging to our schools should be kept to a minimum.
16. Protective masks may be available in case of emergency through the international office.

If you show any symptoms:

1. Upon initial detection of any symptoms, the student will be asked to remain in a special Isolation Room.
2. During that time, Health Authorities will be reached to determine steps to take.
3. Faculty, family, friends, classroom peers and any other contacts will be duly informed as per the active protocols recommended by Health Authorities. This will include home institutions.
4. In case of a positive for COVID-19, the centre will facilitate any information to the Authorities for contact tracking.
5. Any affected classroom will undergo additional cleaning and ventilation procedures. Classes may be interrupted during this period. Please note that an enhanced cleaning services has been implemented across the campus.
6. Classes will proceed presentially as usual, or move to an online format if necessary. Affected students will continue with course developments online to guarantee the content delivery and course development as normal.

In the Classroom

1. Follow Public Health orders at all times.
2. Follow instructions provided by your instructors at all times.
3. Minimize contact with your peers.
4. The use of face masks is compulsory.
5. Classroom occupation will be reduced in order to maintain a social distancing.



6. Classroom personal space will be assigned per student when required; do not use another student's space.
7. Classroom furniture must remain in its original disposition.
8. Ventilation and room cleanliness will be maintained on a regular daily basis.
9. Disposable materials must be thrown into the waste containers in the classrooms, which will be collected several times a day.
10. During any potential class breaks, social distancing and other norms must be respected. Avoid large groups.
11. Further details will be provided by the faculty in due time.

At the International Office

1. Students should prioritize the use of email when needing to contact the international office.
2. Students should not exceed the maximum capacity of the International Office and only access after consulting with the staff.
3. Students should maintain distancing and protective equipment protocols at all times.

Other Recommendations

1. Follow Public Health orders at all times.
2. The use of face masks is compulsory, at all times, as regulated by the Regional Government.
3. Avoid physical contact.
4. Avoid use of other student's equipment.
5. Maintain high levels of hygiene.
6. Use disposable tissue when coughing or sneezing to cover mouth and nose.
7. Avoid touching your mouth, nose and eyes.
8. Keep a tidy work environment to simplify cleaning and disinfection.
9. If you start feeling any symptoms, follow health protocols and communicate this with the international office.
10. Bear in mind your safety when away from the campus, whether going out with friends, meeting at parties, or travelling, among others.
11. EUSA highly recommends the use of the [RADAR COVID app](#), available for Android and iOS. Further information on this will be provided during orientation.

EUSA reserves the right to update this document as future developments may require.