

BOEL, 5th May 2020

Vice-President for Scientific Policy's Instruction which establishes methods for the organisation of the start of activity by services provided by companies in the UC3M Science Park during the state of emergency.

The President of the Universidad Carlos III de Madrid's decision in accordance with the Spanish Royal Decree 463/2020, of the 14th March, which declares the state of emergency in order to manage the health crisis caused by Covid-19, transferred to the Vice-President to organise the development of research activity at the University as well as on-site maintenance, surveillance and security services necessary at the University laboratories and in the Science Park.

Consequently, and for the purpose of re-establishing this research activity in an orderly manner allowing the instructions defined in the Spanish Ministry of Health's "PLAN FOR TRANSITION TO A NEW NORMAL", of the 28th April 2020, to be observed, the following instructions are issued:

INSTRUCTIONS:

1.- The provisions of this Instruction will be applied to start-ups who need to resume activities authorised in the Spanish Royal Decrees 463/2020, whose nature makes it impossible to carry out these activities remotely and, therefore, they need to be carried out in person on the Science Park premises.

2.- In order to resume these on-site activities, the person responsible for the start-up may apply for a special authorisation which allows them to carry out activities on site, in accordance with the restrictions and recommendations established by the health authorities in order to reduce the risk of infection of Covid-19. This application should be submitted in writing to the Vice-President for Scientific Policy of the University and indicate the following aspects:

- a. The nature of the activity and justification as to why it should be resumed on-site at the Science Park.
- b. A plan of activity, indicating the estimated weekly schedule and laboratory/company staff (identification details).

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VAQUERO LOPEZ JUAN JOSE - VICE-PRESIDENT FOR SCIENTIFIC POLICY	04-05-2020 22:33:33
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c. A list of security measures that will be adopted, according to their own Occupational Risk Prevention Plan. The following must be adopted, among others:

1. Priority will be given to telecommuting, reserving on-site activities for positions in which it is essential.
2. Preference will be given to travelling by personal car to the Science Park.
3. Access to personnel whose temperature is above 37.5° C will be avoided.
4. Workstations will be distributed in a way that a distance of 2 metres can be maintained between people during any operation.
5. The use of Personal Protection Equipment (PPE) will be guaranteed for staff participating in any of the operations carried out during this period. These PPEs will be provided by the company and their use will be mandatory, in accordance with current legislation and recommendations from health authorities.
6. Hygiene measures will be maximised, particularly those related to the prevention and fight against the transmission of Covid-19:
 - o Hand washing
 - o Use of disinfectant solutions
 - o Restricted use of authorised common areas

d. The start-up's occupational risk prevention plan concerning Covid-19 shall be attached to the application and will be sent to the University's Occupational Risk Prevention Unit for validation.

e. A statement of having read this Instruction and commitment that they will inform the other company members for whom access authorisation is requested from their obligation to read and comply with the provisions of this Instruction.

3.- In regard to the approval of applications, priority will be given to those concerning activities related to the fight against Covid-19.

Once the application is approved, this shall be communicated to the person concerned as well as the Energy, Development and Environmental Care Office and the Campus Security and Facility Services.

4.- Once the application is approved, the authorised staff will follow the recommendations related to Covid-19, established, and published by the University and, in general, the recommendations established by the health authorities.

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The following measures should be observed in particular:

Access.

Authorised staff must comply with security staff instructions, allowing their identification and authorising, when appropriate, preventative measures, such as body temperature.

Personal Protection

The use of masks and gloves will be mandatory at any time, as well as any other PPE that is needed to ensure the prevention of occupational risks and these shall be provided by the company.

Workstations.

Workstations and paths will be redistributed in order to maintain a safe distance of 2 metres. Working in shifts will be considered as a means of reducing contact between employees. Sites and offices will be ventilated daily (for at least 15 minutes).

- 5.-The provisions of this Instruction may be modified in view of orders and instructions which may be given at national, provincial, or local level in relation to the development of activity at the University's Science Park.
- 6.- This decision repeals the Vice-President for Scientific Policy's Decision, of the 15th March 2020, which gave instructions for the organisation of on-site laboratory services at the University and Science Park.
- 7- This instruction will come into effect on the day of its publication in the Official Electronic University Gazette.

Getafe Campus, on the date of the
electronic signature. Juan José
Vaquero López
VICE-PRESIDENT FOR SCIENTIFIC
POLICY

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