



IED COVID-19 PROTOCOL – REOPENING OF THE SITES

September 2020



BACK TO CAMPUS, BACK TO DESIGN – COVID-19 PROTOCOL – BACK TO THE CLASSROOMS

1. BACK TO THE CLASSROOMS

IED reopens its sites in Spain.

The world is changing and now more than ever it needs designers to remake itself, reinvent itself and to move forward. That is why we are opening our doors again, with more enthusiasm than ever, so that our students can enjoy the unique experience of the workshops, the labs and life in the communal areas and in the classrooms.

We begin a new academic year with a major challenge ahead. Our main objective, in addition to providing the quality training to which we are committed, is to protect the health of our students and that of our environment. IED is an extraordinary community made up of extraordinary people, which means we need everybody's cooperation so that our students only need to focus on learning and making the most of their experience.

Because we cannot do it alone. Therefore, we appeal to the responsibility of each and every member of the IED community.

What each of us does outside of school at this time will have a direct impact on the lives of many people. We therefore rely on the responsibility of our staff, teachers and students so that this challenge of keeping the campus open becomes a reality.

We base our strategy on:

1. Prevention.
2. Constant vigilance in order to monitor and detect possible cases.

Speedy detection is the key to containing the spread of infections in our classrooms.

We have carried out remodelling work and reorganised the buildings of our sites in order to comply with regulations regarding the distance between people.

- We have a student services department at the student's disposal at all times with an emergency telephone number. (Contact details at the end of the document).
- All IED staff have received training on how to deal with a possible crisis.
- Online training has been boosted in order to strengthen the face-to-face training.

2. HOW TO GET TO THE SCHOOL

For short distances, we recommend coming on foot or by bike or by any other means that avoids contact with people in enclosed spaces.

When you come by public transport, do not forget to use face masks and disinfectant gel, keep a safe distance, not touch surfaces and wash your hands immediately upon arrival at the destination. The same recommendations apply to those who share a car.

3. SAFE SITES

The school has implemented a series of measures to safeguard the safety of the IED community. IED's approach is to accept them as new routines that we have to incorporate into our daily lives. We will need to adapt to all the changes required as a result of the development of the pandemic and be flexible in order to accept the demands of each moment.

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In this new scenario, IED addresses three fundamental points for safeguarding health on campus:

1. People
2. Spaces
3. Communication

4. PEOPLE

As a rule, everybody coming to the school should do so without symptoms compatible with COVID-19: cough, nasal congestion, sore throat, shortness of breath, headache, chest pain, abdominal pain, vomiting, diarrhoea, malaise, muscle pain, lesions or spots on the skin, loss of smell and taste, chills, fever ($+37.5^{\circ}$), etc.

- **Use of face masks.** Students, teachers and staff will wear approved face masks as long as the obligation imposed by the health authorities continues. You will not be able to access the school without a face mask given the variety of situations and routes between the different areas.
- **Hydroalcoholic gel.** The buildings have been equipped with new points with hydroalcoholic gel dispensers. These must be used when entering the buildings and we recommend that you use them frequently as well as washing your hands.
- **Greetings.** We are looking forward to meeting again after such a long time, but we must remember that greeting each other with our elbows is the way that saves lives and helps to contain the pandemic. The time will come when we can hug each other again, but we have to clear the way for that to come as soon as possible.
- **Interpersonal distance.** As far as possible, the distance recommended by the health authorities will be maintained at all times. Even if we can keep our distance, we must always wear a face mask.
- **Food and drink** Food and drink should not be shared.
- **The canteen will remain** closed to prevent infections as this is a time for many people to come together without face masks.
- **Sworn statement.** Every member of the IED educational community must be responsible for their own health. At the start of the academic year, each member will bring a signed statement of compliance (attached hereto) indicating that the person is aware of the current situation of the pandemic with the risk that it entails and that they will follow any measures that may be necessary at all times.

The member will undertake not to attend the centre if they have symptoms compatible with COVID-19 or if they have had such symptoms in the last 14 days and to immediately inform the school managers so that they may take the appropriate measures.

- **Entry of third parties that are not members of the centre.** People who are not members of the school will not be allowed access. All staff meetings will be held online and the traffic of suppliers will be minimised for the safety of the entire community.

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- Families that need to speak with a department will do so by phone or other telematic means by appointment.

5. COVID-19 COORDINATOR

A person has been appointed at each IED site to coordinate all actions related to the pandemic. This coordinator ensures compliance with all safety measures relating to the virus as well as any adaptations of the spaces, resources etc. that need to be made in response to orders from the health authorities at any time.

However, all IED staff are trained and informed to be a piece of the machinery aimed at minimising risks at the sites.

- IED Madrid: Jorge Lafuente helpcovid19@madrid.ied.es
- IED Barcelona: Jaume Acedo helpcovid19@bcn.ied.es

6. SPACES

To safeguard the health of our community, all areas of the school have been studied to detect weaknesses, correct them and prepare them in order to create safer places and to be able to limit the authorised capacity. In each space, there will be signs indicating the maximum number of people that may enter and remain inside.

The spaces will be disinfected after each use and they will be constantly ventilated.

For shared items such as printers and vending machines, disinfection kits will be available so they may be used safely.

1. Entrance to the school.

Students' temperature will be taken at the door and if a fever is detected, the student will be informed that their temperature must be taken a second time. The COVID coordinator will then be notified and will take the student to the room prepared to handle this type of case.

Everybody that accesses the centre will have to:

- Use the gel that is available at the door.
- Walk over the disinfection mat.
- Go through the temperature taking point.

The entry times of staff and teachers will be staggered so that they do not coincide with the entry of students and thus prevent queues.

2. **Lifts.** The lifts will remain blocked except for people with reduced mobility that need to use them or people who cannot go up and down the stairs for health reasons. In that case, only one person can go up in the lift.
3. **Classrooms.** The authorised capacity is limited and as far as possible students will be placed into group bubbles in which the only person who will rotate will be the teacher. The stable group bubbles will be formed according to the ratios established by the health and education authorities. They may socialise within the classroom respecting the use of face masks and hand disinfection. They should avoid contact

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with other groups as far as possible. Tracking will therefore be much faster and more efficient in the event of an infection.

4. **Communal areas.** The use of communal area such as the courtyard, stairs, etc. will be enabled for their regular use but with everybody respecting social distancing and wearing a face mask at all times. Smoking is prohibited in any part of the building.
5. **Workshops.** Work will be carried out as normal in the workshops respecting the use of face masks and the recommended personal distance at all times. Students will have to disinfect all machinery before and after they use it. Material cannot be shared. Students will receive a protocol before using the machinery.
6. **Library.** Its use will be controlled and the opening hours may be restricted. Students will receive a protocol of use before the start of the classes.
7. **Entering and leaving the school during the school day.** Any students, teachers or staff that need to leave the centre will have to go back through the control point when they return. Their temperature will not be taken again, but they will walk over the disinfection mat and disinfect their hands.
8. **Bathrooms.** Use of the bathrooms is limited to one person inside at any time. They will be constantly cleaned and the use of face masks is also mandatory within this space.

7. A DAY IN THE CLASSROOMS

- Classroom doors will remain open as far as possible and, weather permitting, the windows will also be left open so as to obtain the most ventilated space possible.
- There will be disinfectant gels and products in all spaces to be used by students.
- Students must soak their hands in gel before and after leaving the classroom.
- When using the bathroom, they should wash their hands before and after and use the gel.
- Water fountains will be blocked to prevent infection.
- Students will keep their face masks on at all times.

8. MOVING AROUND THE SCHOOL

- Movement will be kept to a minimum and students may not occupy corridors between one class and another. Weather permitting, students are recommended to go to the courtyard during breaks.
- Students must follow the instructions of the signs and of IED staff.
- Face masks must be kept on while moving from one place to another.

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9. CULTURAL EVENTS AND ACTIVITIES

We want to continue providing extra value to our students through cultural activities, festivals, masterclasses, etc. We are developing a hybrid model that brings together the best of the face-to-face experience with the online experience for the duration of the pandemic. We will inform you about each event through conventional channels.

It is still IED's aim to provide this extra value to its students and to the cultural life of the cities of Madrid and Barcelona.

10. PROTOCOL IN THE EVENT THAT A CASE OF COVID-19 IS DETECTED

In the event of a confirmed positive, the COVID-19 Coordinator, in collaboration with the Madrid Health System and the Catalan Health Service, will begin a study of people from the environment closest to the infected student in order to contact them quickly, initiate the protocol and thus stop the spread of the virus as efficiently and quickly as possible.

In case of suspicion.

In the event that any symptoms are detected that may be associated with COVID-19, the following instructions will be followed:

If the symptoms appear at home.

- The student must not go to the campus until it is confirmed that there is no risk to himself/herself or to others.
- The student must report their situation to the student coordinator / academic coordinator of their school, who will activate the tracking protocol in the school.
- The public health system of the Autonomous Region of each site must also be informed.

If symptoms compatible with COVID-19 appear in the school, the applicable protocol is as follows:

The protocol to be followed in the event that a person starts to develop symptoms compatible with COVID-19 in the educational centre is as follows:

1. The affected person will go directly to the space enabled for this purpose, which will be indicated for each site on the welcome day. There they will find an emergency number through which they will contact the COVID-19 Coordinator. In the event that there is another person in the same room, they will only need to maintain the safety distance and keep their face masks on at all times.
2. They must contact their family if they are a minor.
3. The COVID-19 Coordinator will indicate the next steps to take.
4. A call must be made to 061.
5. The Centre must report the situation to the Education Consortium of Barcelona or of the Region of Madrid and through them to the public health service.

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11. TEACHING

We understand design education as a proposal for experimentation and research, which means that part of our training is focused on workshops and in partnership with companies in the development of academic projects. However, the unpredictability of the current context has led us to consider educational alternatives that will maintain the quality of our programmes and prioritise the students' learning process in absolute safety.

The new context has led to a change in the layout of the spaces, turning them into more flexible environments. The e-Learning experience is expanded, giving way to a hybrid educational system in which theoretical subjects lose importance in the classroom to give way to a greater strengthening of workshops and face-to-face laboratories.

12. PERSONALISED SUPPORT FOR STUDENTS

In the current situation of uncertainty, providing students with personalised care is essential. IED has put into place the **tutorial action plan** that promotes and facilitates the accompaniment of students in their personal and training needs in both the academic and the professional field.

Personalised care is provided in person, either online by scheduling regular interviews or face-to-face by appointment.

Teachers have been trained to develop the new skills needed for the new scenario.

13. TECHNOLOGY

In the event of any scenario, the school is prepared with systems that allow classes to be followed remotely.

30 smart classrooms have been incorporated in the two IED sites in Spain: 15 in Madrid, 15 in Barcelona. Some of them are equipped with large-format interactive monitors with an Artificial Intelligence system that allows students to follow the class remotely together with a camera and microphone equipment. These technologies allow any student to partake in the same experience in remote classrooms from any country in the world.

14. STUDY GRANTS

Aware of the economic uncertainty triggered by the COVID-19 health crisis and how it has affected its students' families, IED in Spain has undertaken to help its students so that they can continue their studies.

1. [COVID-19 Scholarships](#) in which IED offered a reduction in the enrolment fee for students that were already enrolled.
2. **Solidarity scholarship institutional support programme** for students facing financial difficulties as a result of COVID-19.

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15. TRAVEL, ERASMUS AND OFF-SITE EXPERIENCES

The **Career Services** department continues to operate, organising and managing curricular or extracurricular internships during this academic year. We maintain ongoing and fluent communication with the companies, which guarantee that the safety measures adopted by the government are followed.

In the hypothetical case that during the course there are periods in which the internships in the companies are suspended, the relevant provisions will be published in order to guarantee that students may perform the minimum established number of hours.

The **exchange programmes** are subject to the development and evolution of COVID-19 and the measures adopted by each country. Any questions can be answer through the **student services** department.

The European Union is opening up to blended mobility (a combination of physical and virtual mobility) and is considering the possibility that the part of the exchange programme that is carried out online may also receive an Erasmus+ grant. But it does not envisage 100% online mobility.

At IED, we are in permanent contact with the institutions and universities with which we have agreements to carry out the **Erasmus Programme, Exchange Study Programme** and with the other centres of the **IED Group** to discuss the best solution to the current situation.

Exchanges will be conducted at all times in accordance with the regulations of both countries in order to guarantee a safe stay for the student, satisfactory learning and an unparalleled experience wherever allowed by the evolution of the pandemic.

For further information, contact Student Services of IED Barcelona or IED Madrid.

16. RECOMMENDED STUDENT EQUIPMENT

It is recommended that students have a computer, webcam and audio system, as well as a quality Internet connection.

17. STUDENT SERVICES DEPARTMENT

Student Services (IED Madrid) and Student Center (IED Barcelona) continue to offer their welcome and counselling services to all students, with particular attention to foreign students, taking into account the adaptation process entailed in living and studying in a new environment in these complex circumstances.

For this purpose, it provides useful and practical information to help in the search for accommodation, the relevant legal and health procedures, information on the city and its resources and, in general, any other useful information during their life as a student at IED.

Student services contact details:

- Madrid: Chiara Giacco: studentservices@madrid.ied.es
- Barcelona: Joserra López studentcenter@bcn.ied.es

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18. VIRTUAL ACADEMIC SECRETARY'S OFFICE

Students' administrative procedures will be coordinated online or by appointment.

The student can request this at the following e-mail address:

- IED Madrid: secretariaacademica@madrid.ied.es
- IED Barcelona: s.academica@bcn.ied.es

19. IED LISTENS

We are going to be by the side of each and every one of our students so that they may have any help that they need. The coordination team of each school is prepared to assist and advise all its students. However, IED has a psychological service available to students at its Madrid and Barcelona sites.

- In [this link](#) you can find all the information about Madrid.
- In [this link](#) you can find information about Barcelona.

20. COMMUNICATION

IED's commitment is to provide ongoing information to its community whenever there are relevant updates or news that may affect campus safety.

21. YOU ARE THE KEY

Each and every one of us who make up the IED community has a responsibility to the school and to society. It is up to us to keep the school open and be able to enjoy the campus experience. Therefore, it is important that we also follow the rules outside the environment, because everything we stop doing today will be echoed in the future and we want a future in which we can hug each other, see each other's smiles without a face mask, enjoy every corner of the campus and travel once again in order to enjoy other experiences.

For you and for everyone, be part of this challenge. It is up to everyone to keep the world spinning.

22. REFERENCE PROTOCOLS

IED BARCELONA

- RESOLUTION SLT / 1429/2020, of 18 June, laying down basic protection and organisation measures to prevent the risk of transmission and to promote the containment of infection by SARS-CoV-2.
- Instructions for the 2020-21 Academic Year of the Department of Education of 30 June 2020.

IED MADRID



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- [Resolution of the Region of Madrid](#) .



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WE ARE BACK AND TOGETHER WE CAN KEEP THE DOORS OF OUR SCHOOLS OPEN.

WELCOME!