IPHES
Institut Català de Paleoecologia Humana i Evolució Social

IPHES REOPENING CONTINGENCY PLAN
PREVENTIVE MEASURES INSIDE THE BUILDING

General rules:

In any case, everyone will be provided with a PPE Kit (Personal Protective equipment) in their personal mailbox at the entrance of the IPHES:

- mask,
- gloves
- a self-closing bag to store a mask and gloves
- an individual disinfection kit to clean computer, keyboard and table whenever you want (cellulose box and disinfectant)
- As for people **who have been in contact with other infected people**, they should remain confined until they have confirmed that there is no risk of transmitting the infection. Those **workers who show symptoms compatible with SARS-CoV-2 coronavirus infection (fever, shortness of breath, or cough, among others**) should follow the recommendations of health authorities. https://canalsalut.gencat.cat/ca/salut-a-z/c/coronavirus-2019-ncov/ciutadania/prevenció/recomanacions-generals/

- If you maintain the distance of two meters, located in the individual place of work, it is not necessary PPE, as long as it is not required for the activity that is realized.

Opening hours:

- Monday, Wednesday and Friday from 8 am to 2 pm.

In common spaces:

If you use common areas, it is mandatory to wash your hands before and after with hydrogel, which will be available throughout the building.

- Obligation to wash your hands when arriving at the building. People present in the building will provide proof of their own presence via their personal mobile phone, with the presence control app, in order to control the capacity of the center for safety and hygiene issues.
- Minimum distance of 2 meters for each office table.
- Everyone in your office can be without a mask and without gloves and can use the disinfection material for cleaning your computer, mouse, keyboard and table.

- Common equipment: printer / microscopes / tools: will be provided of signs with hand / gel hygiene recommendations available. Laboratories will perform their hygiene protocols.
- Closed dining room / installation of a physical barrier.
- Laboratories will have their own protocols to regulate the use of spaces and equipment (notification system and reservations).
- Meeting rooms (Teixoneres and Abric Romaní): signs indicating recommended PPE ...
- Daily ventilation of 15 minutes announced by loudspeaker at 12 o'clock.
- Installation of a gray container in the IPHES hall to dispose of disinfectant masks, gloves and wipes.
- Training in Covid19 for everyone / online.
- Communication of all the measures taken to all staff.
- Signs all around the building.
- Limited package collection from 9 am to 2 pm
- Close the access on foot through the car park door. Cars can be parked.
- In general, keep the doors open[i].
- Everyone can bring snacks / drinks to consume in their own workplace, taking into account the regulations of the space where they are located.

[i] As an exception, the main entrance is closed, to avoid problems for strangers to enter, as has happened before, and especially now, can be a security problem for everyone.