Covid-19 and Campus Activity in Fall 2021

SLU-Madrid is committed to the wellbeing and safety of its community. As world-wide Covid-19 vaccination takes place, it continues to be incumbent on students, faculty, and staff to exercise precaution while on our campus.

Face masks: All persons accessing our buildings are required to wear face masks and keep them on while in our buildings, except for those accredited otherwise due to health conditions. SLU reusable face masks continue to be available for students, faculty, and staff.

Social distancing: Due to our small size and limited width of entrances and hallways, we have not established entrance and exit flows, or one-way access to our installations.

Hand hygiene: In addition, we recommend periodic handwashing and the use of the hydroalcoholic gel dispensers to disinfect your hands upon entry and as much as necessary. A Dyson Wash and Dry pod where you can soap, wash, and disinfect your hands is also available at the entrance to our cafeteria.

Ventilation: Maintenance staff will continue to ventilate by opening classroom windows twice per day. In addition, we will also continue to periodically test CO2-levels in classrooms. All our building HVAC systems also replenish air in classrooms 3-4 times per hour. Instructors, with the assistance of their students, are encouraged to ventilate the classrooms further by leaving windows/doors open whenever possible. To ensure social distancing, seating in each classroom has been set to their maximums as stated on the classroom’s door.

Monitor your health: You should stay home if you have a temperature over 37.5 ºC or any symptoms compatible with Covid-19 infection. Contact the public health service by dialing 900 102 112 and communicate your situation to the Office of Human Resources by email at hr-madrid@slu.edu.

SLU-Madrid will continue to follow quarantine and testing procedures as mandated by the Spanish health authorities.

Work organization

All Staff members are required to complete their work schedules on campus, and all faculty are returning to classroom teaching in the Fall 2021. We will continue to monitor the situation in Madrid daily and will notify staff and faculty of any changes.
Commute to the workplace

Staff who use public transportation may request to adjust their work schedule by 15-30 minutes to have flexibility during rush hour. Requests should be sent to both the employee’s supervisor and the Office of Human Resources hr-madrid@slu.edu.

Access to the workplace

All buildings are open from 8:00 am to 9:00 pm on weekdays. As always, front entrances to PRH and PAH close at around 6:00 pm; all employees may access these buildings by contacting the maintenance line at +34 659 020 550. On weekends and most holidays, SIH is open from 9:30 am to 9:00 pm. Weekend access to PAH is also possible by contacting the maintenance line.

We recommend that you use your personal cellphone to register your work hours in the Intratime registry system. Should you choose to use the control tablets at the building entrances, please clean your hands with the hydroalcoholic gel before and after registration. We remind Faculty that only class times need to be registered.

In order to better control access, we request that you make your SLU ID visible upon entry. Students are asked to do the same. Access to our buildings by persons other than students or employees may be limited.

The workspace

Customer service counters are protected by plexiglass shields and waiting lines have been marked for distance control. Hydroalcoholic gels, soap, disposable paper, and disinfectant spray are available. Workspaces are thoroughly disinfected once a day. Educational signage has also been placed all over campus to promote best practices during this pandemic.

Please leave workspaces as clear as possible at the end of the workday to facilitate cleaning by Sodexo personnel.

Meeting rooms, shared offices, classrooms, labs, and common spaces

We recommend that videoconferencing should be used over in-person meetings whenever possible. Due to time constraints between use, classrooms, labs, library, auditorium, and music rooms are disinfected once per day. Cafeteria tables and bathrooms are cleaned several times a day. All areas are ventilated regularly. Students, faculty and staff are encouraged to open classroom or office windows for ventilation often. The faculty/staff lounge will reopen on September 1, 2021 but be limited to 6 people at a time. Faculty and staff are required to always respect this capacity and also be cooperative with colleagues waiting to use the lounge.
Elevator use is limited to one person at a time for PAH and PRH, and the use of the corners for SIH; bathrooms, to the same number of persons as there are stalls available.

To minimize touching surfaces, water fountains have been equipped with foot pedals, and water bottles should be used. Weather conditions permitting, doors in areas with high traffic are being kept open as well. Should these doors be closed, we will make sure the area is ventilated periodically and CO2 levels checked.

The library and the bookstore are open. However, faculty may continue to request library materials by sending an email to library-madrid@slu.edu or by calling the library staff at +34 915545858 ext. 205. Likewise, the bookstore may be reached by email at copies-madrid@slu.edu.

Seating in classrooms, labs, and common areas will be arranged to comply with the Community of Madrid mandates. During instruction, vaccinated or not, students and professors are required to wear face masks. Protective face shields are available for instructors, but do not replace masks – masks still need to be worn. Both face masks and protective face shields are available in the Office of Human Resources.

**Cafeteria**

The Unity Cafeteria, operated by Sodexo, has implemented Covid-19 prevention according to their industry standards. They have also enhanced their cleaning processes and have included contactless provision of services, like nutritious to-go/prepared meals and the use of credit and food cards. Cafeteria seating will continue to conform to the Community of Madrid standards, and we encourage outside seating whenever possible. We recommend that open spaces like patios and terraces be used over closed common spaces during meals and while socializing.