

# UNIVERSIDAD SAN FRANCISCO DE QUITO

## USFQ



### USFQ COVID-19 Health & Safety Protocol for the Galapagos Extension Campus & Galápagos Science Center Office of International Programs OPI

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## 1. Objective

Minimize the risk of infection and transmission of COVID-19 in students, professors, staff and community during essential academic and research activities in USFQ's Galápagos Campus, Galápagos Science Center, and related programs, including the Galápagos Semester Program.

### General Considerations

This policy will be applied provided the approval of the Ecuadorian National Emergency Committee (henceforth referred to as COE Nacional).

All policies are subject to change, in accordance with COE Nacional, and the Ecuadorian government restrictions. Further, this policy is based on the re-entry protocol called "Guía para el retorno gradual de actividades presenciales en la Extensión USFQ Galápagos en el contexto de la emergencia sanitaria por COVID – 19".

Universidad San Francisco de Quito USFQ (henceforth referred to as USFQ) will ONLY host **FULLY VACCINATED international students, staff, and faculty** for the remainder of 2021. Participants should take into account the limitations of the Ecuadorian health system. Participants with diabetes, tuberculosis, chronic respiratory illnesses, EPOC, cancer, HIV, and individuals who require organ transplants and participants with any other illnesses should consult with their doctors before traveling and must sign a disclaimer provided by USFQ. These policies are subject to change. Please contact us at [opi@usfq.edu.ec](mailto:opi@usfq.edu.ec) with any questions.

Participants in USFQ programs enroll voluntarily to the programs with full knowledge of the pandemic situation and restrictions in Ecuador. Therefore, USFQ will not be liable if any participant, staff or faculty gets COVID-19 as a result of their participation in the program. USFQ will not be responsible for any medical expenses nor for the transportation, ticket fees, or medical evacuation of the participants or any other cost derived from the illness.

## 2. Before Traveling to Ecuador

All program participants must comply with the following rules and procedures prior to their arrival in Ecuador:

- All international students, staff, and faculty that participate in USFQ sponsored programs must be fully vaccinated against COVID-19 and provide proof of vaccination to the program coordinator. The vaccine should be one of the approved vaccines authorized for emergency or full use by the World Health Organization (WHO).
- "Fully vaccinated" refers to:
  - o 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or,
  - o 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.
- Bring sufficient Personal Protective Equipment (PPE), including but not limited to at least five washable masks, and disinfecting alcohol or gel.
- Complete USFQ's Health Form & Disclosure.

- Agree with all the policies, USFQ International Student Agreement of the Office of International Programs (OPI), disclaimers and USFQ's Honor Code.
- Provide proof of travel and health insurance with COVID-19 coverage & evacuation.
  - o Recommended: tuition reimbursement insurance.

### 3. During your time in Ecuador

#### Quarantine

At this time, there is no mandated quarantine requirements to enter Ecuador if an individual has a valid, negative PCR COVID-19 test issued 96 hours prior to their arrival in Ecuador OR a valid COVID-19 vaccine certificate confirming a fully vaccinated status. USFQ will communicate to all relevant parties should there be a change to this policy.

#### Galapagos Entry Requirements

The current regulation of Galapagos requests a valid negative PCR COVID-19 test issued 96 hours prior to entry to the Islands for all travelers, as well as travelers who have been vaccinated.

#### Personal Protective Equipment

USFQ requires faculty, staff, students, and visitors across all USFQ locations to use a face mask (not a simple cloth face cover), including but not limited to: when participants are inside, when in close proximity to others, during excursions, etc. While on a USFQ sponsored activity, students may remove their face mask **only** when they are alone and outside, when swimming, or when eating at designated times/spaces.

Additionally, face masks are required when in outdoor public spaces on campus regardless of whether or not six feet of distance can be maintained between people. A face mask is required to cover the nose and mouth and must fit snugly against the face.

All participants must bring their own PPE, including at least five reusable masks. Participants must bring a replacement mask to field trips or boat excursions.

#### PPE Cleaning & Disinfectant Procedure

1. All PPE must be disinfected with 70% alcohol after use.
2. For disposal, place the PPE in a plastic bag and put it in a trash can. Cleaning staff will remove the bags.
3. Reusable PPE (if applicable) must be washed and disinfected – more guidelines will be provided by the head of the laboratory or department.

#### Symptom Self-Check Regulation

Students, faculty and staff are required to perform self-checks every day, including but not limited to:

- Monitor their health to assess if they have had any symptoms that are different from their baseline. Check the COVID-19 symptoms as defined by the [CDC](#).
- Participants who are experiencing possible symptoms consistent with COVID-19 should stay in their room, self-isolate for 10 days and MUST contact:
  - o Local Students through Andrés Pazmiño, USFQ Extension Director of Operations
  - o Researchers (including international) through Ana Carrion, GSC Campus Sub Director

- International Students/Staff: OPI Emergency Phone Number (24/7): +593 980834444

## Testing for Participants

1. PCR test will be administered before traveling to Galápagos and to the Tiputini Biodiversity Station, according to national governmental regulation, and other check point requirements.
2. USFQ may conduct additional, periodic, systematic, and random pool test for students, staff, and participants.

An individual PCR test or antigen test will be administered if a participant is experiencing possible COVID-19 symptoms.

If an individual test positive, USFQ will contact the student, the medical team, their insurance provider and their home institution. The individuals who test positive must isolate for at least 10 days.

During the isolation period, USFQ will provide academic & logistical support, including room & board, internet access, and psychological support, to allow students/program participants to participate in the program as best as possible. USFQ cannot guarantee that in-person classes can be administered virtually for participants who cannot attend in-person instruction and will seek other academic arrangements to support participants with medical emergencies.

Isolation will take place at a local hotel and food will be provided by local providers if it cannot be provided by the hotel staff directly.

## Medical Emergencies & Evacuation

Students/program participants who test positive for COVID-19 will be monitored closely.

If medical professionals recommend the evacuation of the student from the islands, USFQ will provide academic support and will be in close contact with their insurance company, home university and student's family to successfully execute the evacuation.

## Arriving to USFQ's Galápagos Extension Campus

As per USFQ's extant biosecurity protocols, which have been approved by the COE Nacional, indoor activities will take place under the following conditions:

### Entry and exit schedules

1. For teaching activities, the entry times for the USFQ Galapagos Extension and the GSC will be defined by the program coordinator in conjunction with the Director of Operations of the USFQ Galápagos Extension and the Deputy Director Galapagos of the GSC.
2. For research groups that have to carry out field trips, the entry and exit times of the GSC will be defined according to their specific needs. The researcher responsible for the trip will be in charge of taking and recording the temperature of the team when field trips begin outside the established entry times.

### Rules within the facilities

- The maximum capacity at Building 1 and Building 2 are shown in Annex 2.
- The maximum capacity in each area must be respected at all times.
- Avoid crowds at entrances, staircases and public/shared spaces.

- Avoid staying in circulation areas or corridors.
- Keep physical distancing at every moment (2 meters/6 feet).
- The bathrooms can only be occupied by one person at a time. The personnel who must remain within the facilities throughout the day must make use of the bathrooms on the first floor located next to the Main Hall of Building 1. For the rest of the staff who enter the facilities for a shorter time, they must make use of the bathrooms located on the first floor located next to Classroom 3 of building 1.

#### Entry procedure to the USFQ Galapagos Extension Campus

Authorized personnel, students, and service providers will be required to submit to a verbal questionnaire to check for the presence of COVID symptoms, take their temperature, and verify that they have the proper PPE at the designated entrance. This procedure will be carried out by a person designated jointly by the Director of Operations and the Deputy Director of the GSC. In the case of service providers, they must also sign a declaration of responsibility before entering the campus.

The entry procedure for any person whose admission has been previously approved is as follows:

1. Identify yourself to verify that the person is on the list of authorized people.
2. Obligatory and correct use of a mask at all times.
3. Taking people's temperature before entrance.
4. Hand disinfection.
  - If the person who wishes to enter has a temperature greater than 37.5 degrees Celsius (99.5 F) and has symptoms related to the disease, entry will not be allowed.
    - If the person present Covid-19 symptoms a PCR test must be taken.
  - If the person who wishes to enter does not have a mask or is not correctly placed (fully covering nose and mouth), entry will not be allowed. It is the responsibility of each person to always wear their own face mask.
  - The Director of Operations of the USFQ Galapagos Extension and the Deputy Director of the GSC will provide an incidents report to the Dean of Research and the Co-Directors of the GSC. They will report all COVID-19 positive cases to the Ministry of Health and other relevant authorities.

#### Classroom entry and exit procedures

- Participants must enter the classroom one by one, always maintaining the established physical distance of 2 meters (6 feet) and always using the properly placed mask.
- Participants must sit in chairs that will be marked and under no circumstances can two students sit next to each other. The occupation of the classroom will be in the order of entry of the students, occupying the chairs from front to back.
- Once the participants are in their positions, they must disinfect their hands with 70% alcohol or disinfectant gel (each student is responsible for having their alcohol / gel for personal use).
- Once the class is over, the students must leave the class in an orderly manner, respecting the directions given by the professor.
- At all times the use of the mask is mandatory.

#### Requirements inside the classroom

General cleaning will be carried out based on the cleaning and disinfection protocol developed for this purpose, with a minimum frequency of twice a day.

Nevertheless, participants must comply with the following rules:

1. The entry of people without a mask is prohibited.
2. Participants cannot smoke, eat, bring or store food in the classroom.
3. When coughing or sneezing, participants should keep their mask on and cover their mouth with the crease of the elbow.
4. Avoid touching the nose, eyes and mouth.
5. Disinfect their hands and always maintain the established physical distance, therefore, all physical greetings such as handshakes or kisses on the cheek are forbidden.
6. Classrooms windows and doors must remain open at all times to ensure adequate natural ventilation.
7. Students, academic and support staff must disinfect work surfaces, equipment, and materials before and after use with 70% alcohol.

## 4. Fieldwork/Excursions & Transportation

Fieldwork will be conducted under the following conditions:

1. Outdoor activities will be carried out in small groups defined by the program coordinator.
2. Activities, including lectures, reflections, etc., during field work excursions should take place outside whenever possible.
3. Transportation will accommodate physical distancing whenever possible (i.e., outside of air travel).
4. All tour guides, hotel staff, transportation staff, and other support personnel will follow appropriate physical distance guidelines, including mandated mask wearing and appropriate physical distance. If possible, USFQ will also require external staff to be fully vaccinated.
5. Every time participants go on a field trip, the faculty or lead researcher is responsible for recording the temperature of all students and make sure everyone is wearing their masks before starting the trip. If any participant has a temperature higher than 37.5 degrees Celsius (99.5 F), has any COVID related symptoms, or does not have a mask, they will not be able to go on the field trip. The professor or lead researcher responsible for the trip must notify the Coordinator of the Program immediately.
6. A specific field trip protocol might be requested.

### Boat excursions

All participants must wear a mask at all times, even when they are inside the boat, on the beach, or when they are participating in other activities. Water breaks will happen upon confirmation of the professor or lead researcher. Participants are allowed to take out the mask only for swimming, and at designated times for eating/drinking. When mask is not in use, it should be stored in a paper bag.

Participants should return to the boat one by one, dry off, and put their mask on. Once the participant is inside the boat with its mask on, the next participant may board the boat. Participants should take an extra mask in case the mask they are using gets wet during the excursion.

## Hikes

All participants must always wear a mask when they are hiking, except when the professor confirms there is a water break or lunch break. Physical distancing must be kept at every moment (2 meters/6 feet).

## Tiputini Biodiversity Station

- Before traveling to the Tiputini Biodiversity Station TBS all participants must be fully vaccinated against COVID-19 and provide proof of vaccination to the program coordinator. The vaccine should be one of the approved vaccines for emergency or full use by the WHO.
- “Fully vaccinated” refers to:
  - o 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or,
  - o 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

Nevertheless, USFQ can also ask for a negative PCR test.

All participants must follow the “USFQ Tiputini Biodiversity Station operation protocol under the standards of prevention and protection in the context of the health emergency due to COVID-19” and “TIPUTINI BIODIVERSITY STATION (TBS) VISITOR GUIDELINES”.

The use of masks and social distancing is mandatory at all times.

## 5. Accommodation

USFQ offers host family accommodation as its default, long term housing option. However, this option will likely NOT be available for the remainder of 2021. Therefore, USFQ will only offer hotel accommodation at this time.

USFQ will prioritize housing that can facilitate social/physical distancing and compliance with applicable protocols, requirements and COE Nacional regulations.

USFQ will prioritize student housing that is within walking distance of campus.

All students will receive:

- A single bedroom. Bathrooms may be shared with other students.
- All student accommodation in Cumbayá and Galápagos will be cleaned and disinfected daily.

## Meals provided by USFQ

The Galapagos Semester Program track fee for Fall 2021 includes breakfast and dinner every day and three meals when having overnight excursions. The Office of International Programs will divide students into small groups for breakfast and dinner and will explain group meals times and locations.

Whenever meals take place inside USFQ’s cafeteria, participants must comply with the following:



- Participants will be able to use the dining hall and terraces for the consumption of food and beverages. Physical distance must be respected, and crowds avoided. Exceptional care should be taken when eating because at that time the mask will not be used temporarily. Only the seats designated for this purpose may be occupied, according to the capacity.
- When using the dining hall, participants must use the bathrooms located on the second floor.
- If a participant leaves the dining hall to use the bathroom, he/she must wear their mask.
- Every participant must use his/her mask as soon when they finish their meal.
- Mask should be stored in a personal paper or plastic bag.

## 6. Social Conduct & Dismissals

All individuals participating in a USFQ sponsored program are bound by all policies, rules, and regulations set forth by USFQ and/or its affiliates, and the Ecuadorean law, for as long as they remain in Ecuador. Further, all participants are expected to follow USFQ's Honor Code, USFQ's dismissal policy, and program specific guidelines as stated in OPI's website, or as communicated by OPI's program coordinator.

Participants not complying with face mask mandates, physical distancing, and symptom self-check rules, or who engage in social gatherings, parties, or other activities that violate the policies laid out here, will be dismissed from the program immediately.

USFQ collaborates with the Ministry of Public Health to educate the community and monitor behavior that might go against the behaviors expected to keep everyone safe. All participants are encouraged to report student's breach of Covid-19 safety measures to their respective program coordinators.

Due to pandemic, USFQ does not recommend socializing outside of established academic activities.

### Compliance with Covid-19 policies

The facilities of the USFQ Galapagos Extension will be constantly monitored by the Director of Operations and the Galápagos Science Center Sub Director, who are responsible for analyzing and documenting all cases of non-compliance.

1. The facilities of the Galapagos Science Center (GSC) will be monitored by the Administrative Coordinator of the GSC and Laboratory Coordinators of the GSC. They will be responsible for analyzing, documenting and reporting all cases of non-compliance by GSC personnel to the GSC Sub Director.
2. The facilities of the USFQ Extension Campus will be monitored by the Director of Operations. They will be responsible for analyzing, documenting, and reporting all cases of non-compliance within the Extension Campus.
3. All cases of non-compliance will be brought to the attention of the Dean of Research, the Co-Directors of the GSC and the Office of International Programs.

## 7. Emergency Contacts

National Emergency Line (Police, Ambulance, Fire Department, etc.)	911
USFQ Office of International Programs emergency phone number, available 24/7	+593 980834444
Galapagos Semester Program Coordinator: Priscila Báez	+593 994752503
USFQ Galápagos Extension Campus Director - Andrés Pazmiño	+593 98 682 2279
GSC Galápagos Science Center Sub Director – Ana Carrión	+593 98 401 0899
USFQ Occupational Doctor – Paola Troya	+593 98 388 6160

### Support Services

The Dean of Students works to guarantee Student Well-Being and the integral development of the students. It receives, monitors, and processes cases of student misconduct and resolves issues with in the USFQ community, in accordance with USFQ's Honor Code.

The Dean of Students provides emotional and well-being support through programs such as:

- Psychological Counseling.
- Services for Students with Special Educational Needs.

For more information about support services, please contact [opi@usfq.edu.ec](mailto:opi@usfq.edu.ec) or [decanatoestudiantes@usfq.edu.ec](mailto:decanatoestudiantes@usfq.edu.ec)

## 8. Facilities

Our facilities and operations teams are working to maintain a healthy environment for our university community. Additional attention is being given to frequently touched areas such as door handles, handrails, and push bars on doors across campus. The university has also deployed hand washing/gel stations across campus.

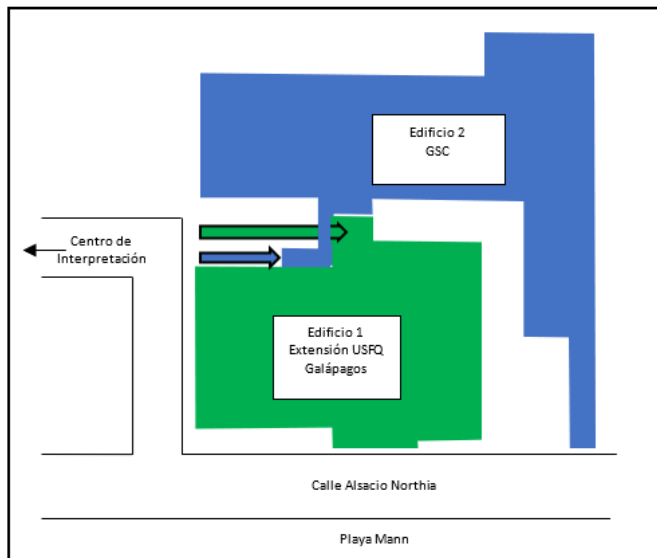
Equipment and infrastructure cleaning procedure

- The cleaning of the facilities will be the responsibility of the cleaning service provider. Cleaning will be carried out based on the cleaning and disinfection protocol developed for this purpose, with a minimum frequency of twice a day. Specific protocols could be requested to the Director of Operations of the campus.

- Administrative staff must disinfect work surfaces, equipment and materials before and after use with 70% alcohol.
- All supplies, disinfectants and cleaning materials must be delivered by the Maintenance Department to those responsible for each department.
- The waste generated from the cleaning must be placed in properly identified plastic bags and the cleaning staff will be in charge of the removal and final disposal of the waste, according to the USFQ Cleaning, Disinfection and Waste Management Protocol.

## Capacity and distribution of facilities

### Annex 1. Entry points for USFQ Galapagos Extension



### Annex 2. Maximum occupancy for Building 1 and 2

Building 1	Capacity
Office 1	1
Office 2	1
Office 3	1
Office 4	1
Office 5	1
Office 6	1
Office 7	1
Office 8	1
Office Reception	1
Classroom 1	17

Classroom 2	16
Classroom 3	9
Classroom 4	9
Classroom 5	6
Library	6
Computer lab	15
Cafeteria	10
Terrace	3
Kitchen	1
Kitchen for volunteers	1

Building 2	Capacity
Community room	10
Marine Ecology Laboratory	5
Terrestrial Ecology Laboratory	5
Laboratory of Microbiology	5
Laboratory of Spatial Analysis and Modeling	7

Office 1	1
Office 2	1
Office 3	1
Office 4	1
Office 5	1
Office 6	1
Office 7	1
Meeting Room	3

**Example:**

