



UNIVERSIDAD SAN FRANCISCO DE QUITO USFQ

EXECUTIVE SUMMARY: COVID-19 GENERAL PROTOCOLS

This document constitutes a summary of USFQ's General entry, stay and exit protocol of students from Universidad San Francisco de Quito Cumbayá Campus in the context of the health emergency due to COVID-19. Said protocol is intended for local USFQ students, but all international students must also comply with these procedures. Additional measures, such as being fully vaccinated against COVID-19, apply to international students.

Any student who wishes to enter USFQ's facilities must comply with the following measures for their entry and subsequent stay in the facilities:

CAMPUS ACCESS

1. Prior to returning to activities in campus, all students must accept electronically or through the procedure determined by the University the "Declaration of Responsibility for the Return to Campus in the Context of the Health Emergency due to COVID-19". If a student does not comply with this requirement, their entry will not be allowed.
2. Any authorized student who wishes to enter the USFQ facilities must carry an identification.
3. Respect the policies and process determined by the University

QUARANTINE AND ISOLATION

4. Temperature checks will be taken prior the entry to any school facilities.
 - a. If the temperature is higher than 37.5 °C they won't be allowed to enter and will be instructed to quarantine for a period defined by USFQ.
 - b. Information provided (names, surnames, telephone and Banner code) will be recorded and sent to coronavirus@usfq.edu.ec and to a USFQ physician who will contact students to explain the measures they have to follow.

FACE COVERING AND SOCIAL DISTANCING REQUIREMENTS

5. It is mandatory to always use a mask covering the nose and mouth.
6. Hand washing and disinfection is recommended to be done several times while in campus.
7. Students should avoid walking in groups and creating crowds. Students who walk in small groups should maintain physical distance. The entrance to any classroom or Installation must be done in order and respecting any instructions that are provided.
8. The use of elevators is strictly limited to the movement of cargo and people with reduced mobility. The capacity of each elevator must be respected.

CLASSROOMS AND STUDY SPACES

9. Comply with the capacity established by the University for each space.
10. Inside the classrooms and laboratories that have detachable desks, only the seats or desks with labels that indicate they are enabled for use can be occupied.



11. The libraries will be open with limited capacity and the corresponding signage, to guarantee physical distancing. Digital and virtual bibliographic resources will be available to all the community through the corresponding platforms. To access a physical book, you must follow the procedure established in the specific protocol of the library for your use and withdrawal.
12. If a student must remain in the university facilities due to having another face-to-face class the same day later, they must go to the waiting areas established until the start of the next class. Some enabled spaces will have tables and chairs at its maximum capacity. Students must comply with physical distancing and use only enabled seats.

The waiting areas are the following:

- Main quadrangle and the academic plaza in front of the Da Vinci Building.
- Open areas such as the tennis court, natural grass court and synthetic grass court.
- Spaces designated as Student Lounge enabled for students and academic staff

COVID-19 TESTING

13. USFQ may carry out random tests for the detection of COVID-19 to anyone in the community, including students. If a student is selected for testing and does not consent, USFQ may deny the entry to the campus or its facilities and may remove said individual from its facilities.
14. When it deems appropriate, USFQ may request that students submit a negative PCR COVID-19 (paid for by the student), administered by a laboratory authorized by the Ministry of Public Health (MSP). This requirement will be asked to students who have not completed their vaccination process. Recall that all international students must be fully vaccinated against COVID-19 to participate in a USFQ program at this time.
15. It is mandatory that all students report their contagion or suspected contagion to coronavirus@usfq.edu.ec (and to opi@usfq.edu.ec for international students) and refrain from entering the facilities.

CAMPUS EXIT

16. The exit of USFQ facilities is made through the designated gates according to the signage available.
17. Security personnel oversee the outflow to avoid traffic jams.
18. Students should leave campus once they have finished their last class and not remain unnecessarily in the facilities.
19. Respect physical distancing, order and all dispositions in the exit process.

Entry to any USFQ facility will not be allowed if any student fails to comply or refuses to collaborate with biosafety measures and with any of the rules determined in the general protocol, other protocols, guides or procedures determined by the University in relation to COVID-19.