



Instruction of the Rector of the University of Lleida on the State of Alarm declared in Spain as a result of the SARS-CoV-2 (COVID-19) coronavirus pandemic

The declaration of the State of Alarm decreed by the government of Spain imposes a series of measures aimed at preventing and controlling the COVID-19 infection. These measures aim to reduce contact between people, and involve locking certain establishments such as libraries, civic centres and non-healthcare facilities or leisure centres, as well as limiting the government functions to those strictly necessary to guarantee adequate basic or strategic services.

The declaration of the Government of Spain (RD 463/2020, BOE of 14 March) together with the provisions of the Government of Catalonia (SLT/719/2020 and SLT/720/2020), the instructions that detail these regulations, the university legislation and the status of the UdL have empowered me to dictate the following rules in order to prevent and minimize the spread of the SARS-CoV-2 virus in the UdL:

1. The suspension of presential teaching activities decreed by the Resolution of the Generalitat de Catalunya SLT/719/2020, of 12 March, is still in force, in order to ensure the provision of teaching by virtual means.
2. The buildings and facilities of the UdL will be closed to the public from 16 March. It is forbidden to enter the buildings, except for academic staff (PDI), administrative and service personnel (PAS), or other staff who provide professional services to the UdL, all of whom will have to report to the control and surveillance services.
3. Whenever possible, the PDI and the PAS of the UdL will carry out their work responsibilities in a non-presential way, using the mechanisms and means that the vice-rectors and management have placed at their disposal, and in accordance with the respective heads of the units.
4. The UdL staff must keep open the necessary channels of communication, and be reachable and available in case they are required to provide essential or critical services any time during this emergency.
5. In the research field, only those activities that are considered critical will be carried out in person, so that work will be done only for ongoing or maintenance tasks that are essential to certain services (rodent housings, crop fields, or others) or required maintenance of equipment.
6. With regard to internal administrative procedures are concerned, all deadlines and submission dates are suspended from 16 March 2020 and for the duration of these instructions from the Office of the Rector. Regarding procedures dictated by institutions outside the UdL, the established terms will prevail, and any modifications published by these institutions will supersede them.

7. Any procedures involving public employment exams in UdL will be discontinued during the validity of this instruction.
8. Management is empowered to establish reduced schedules in order to handle "essential duties of a public nature" or other necessary measures that guarantee, at the minimum, the following services:
 - a. Economic management services: execution of essential payments, payroll, taxes and contracts.
 - b. ICT services: maintenance of data processing centres, critical services and user support.
 - c. Necessary maintenance of installations, supplies, laboratories and security and access control to the UdL buildings.
 - d. Essential performance of the general registry and guarantee of service of associated electronic and electronic signature mechanisms and processes.
9. Phone numbers and emails will be provided by the ICT support team to deal with any incidents that may arise for staff working remotely and from the Surveillance and Security Service on each campus.

These measures and instructions will be in effect from March 16 until they are superseded by new instructions.

The permanent channel of communication will be the news section of the university website, <http://www.udl.cat/ca/serveis/oficina/Noticies/> and, for staff and students, also the section "Comunicacions UdL" of the virtual campus, where notices will be published simultaneously with emails to all members of the university community through the udl.cat domain, as well as the institutional email list udl-info@lles.udl.cat.

I have laid out these instructions with the conviction that the university community shares and understands the gravity of the moment, and I appreciate your willingness to face it together. In accordance with what the authorities have told us, our priorities in the next 15 days must be, first of all, to fight the spread of the virus and, secondly, to provide essential services at the institution. The crisis will pass, and when we return to normality, having supported one another through this crisis, we will be stronger to face other challenges that may come in the future.

Lleida, 15 March 2020

Jaume Puy Llorens

Rector