

Resolution on 15 March 2020 from the interim Chancellor of the University of Zaragoza by which the University of Zaragoza adopts measures derived from Royal Decree 463/2020, dated 14 March, which declares a State of Alert to manage the health crisis resulting from COVID-19.

In accordance with the Action Protocol at the University of Zaragoza on the health alert for COVID-19, given its propagation and following the enactment of the Royal Decree which declares a State of Alert to manage the health crisis resulting from COVID-19 and given this Decree establishes the suspension of all in-person educational activity in all centres and for all ages, cycles, degree, courses and levels of teaching, in addition to obliging employers to provide measures that enable the provision of work or operational activity of employees off-site and in order to manage and protect the health and safety of the members of the university community, the Chancellor of the University of Zaragoza resolves the following:

First: All on-site activity is suspended in all the buildings and facilities pertaining to the University of Zaragoza while the State of Alert remains in force.

Second: Notwithstanding the provisions of the preceding point or the general recommendation from the health authorities on restricting mobility and given the declaration of a State of Alert allows "*travel to the place of work to undertake one's work, professional or business functions*", the public employees at the University of Zaragoza may use their university cards to access the buildings solely to perform essential tasks that are required for teaching, research, management or administration, but ensuring to avoid a confluence of people.

Hence, online working is available to all public employees of the University of Zaragoza, with the exception of that detailed in the preceding paragraph and the key services and provisions regulated by the following section which require an on-site presence.

Files may be transferred to undertake work at home under the responsibility of the employee, although you are recommended to take digital files where possible. Should hard copy or digital files be moved, then note must be made of this circumstance, including obtaining approval from the Head of the Unit.

Third: The following are considered key services: 1.- Office

of the Chancellor & Management

- Chancellor
- Head of the Bureau of the Chancellor.
- Vice-Chancellor of Information and Communication Technologies.
- Manager & Deputy Manager.
- Salary & Social Security Department, ASS Section
- TRS service.
- Financial Management & Budget service.
- Assets, Purchasing & Procurement service.
- SICUZ.

2- Public Health services:

- Animal Experimentation service.
- Animal Research service.MAINTENANCE SERVICES


3- Other services

- Maintenance service (Zaragoza, Huesca & Teruel).
- Security unit.



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Signed electronically by	Position or Role	Date	
JOSÉ ANTONIO MAYORAL MURILLO	Interim Chancellor of the University of Zaragoza	15/03/2020 15:07:00	

The Head and Deputy Head of Human Resources, Services Managers and the Managers of the various affected areas will allocate the workers who should, in each case, perform the key tasks vis-à-vis the above, informing the Deputy Manager of Human Resources at this university (vgrh@unizar.es) before 14.00 on 16 March 2020 of the name and category of the assigned workers.

The units that cover these services will only be present for the time strictly necessary and, where possible, in shifts. Where possible, this shall exclude public employees from groups at risk from COVID-19 as established by the health authority or from workers who have family members under their charge pertaining to these groups or children under the age of 12.

Similarly, the remainder of the service should be provided remotely, in general. The UPRL will ensure that the recommendations and effective measures to protect the health and safety of those involved are adopted.

Should remote working prove insufficient, Management may establish an on-site provision for those positions that over the course of this period of State of Alert turn out to be necessarily operable for service reasons, duly motivated by the Deputy Managers, centre administrators or unit heads.

Fourth: The timetable control system is suspended from today, Monday 16 March, for the duration of the State of Alert. In order to allow the collection of material needed for remote working, access will be granted to the buildings and facilities on Monday 16 March from 08.00 to 14.00. This will require one janitor to be present in each building from 08.00 to 11.00 and a second from 11.00 to 14.00.

Fifth: Case in which it is not possible to work the full working day through remote systems, where employee attendance is not required shall be considered as 'justified absence' with no loss of rights ensuing.

Sixth: In accordance with the third Additional Provision (AP) to Royal Decree 463/2020, terms are suspended and deadlines for expediting University of Zaragoza procedures. Periods shall be recalculated once the aforementioned Royal Decree (or its extensions) is no longer in force.

Seventh: The whole university community is urged to comply with the instructions and recommendations issued by the health authorities. Likewise, please follow information about the University of Zaragoza only through our official channels (website, mail, official networks).

Eighth: Over the course of the State of Alert, the Chancellor may adopt timely decisions and instructions to ensure the institution keep running or adapt its workings to the new public health situation.

Ninth: The provisions within the *Action protocol for the University of Zaragoza in response to the health alert caused by COVID-19* and the contents of the Agreement dated 12 March 2020 and the Resolution dated 13 March 2020 from the interim Chancellor of the University of Zaragoza which run counter to the provisions of this Resolution.

THE INTERIM CHANCELLOR
José Antonio Mayoral Murillo
(Signed electronically and with verifiable authenticity per
article 27.3 c) of Law 39/2015)



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