

CONTINGENCY PLAN OF THE FACULTY OF MEDICINE FOR THE PREVENTION OF THE TRANSMISSION OF CORONAVIRUS

Following the COVID-19 Follow-up Commission's instructions of the University of Murcia, the following measures, whose timing shall be marked by the rector resolutions which, at the same time, are determined by the autonomic and the government guideline, shall be adopted.

According to the indications of the Rectorate in its resolution of March 13, 2020, all faculties and centres shall elaborate a contingency plan in which the terms and conditions of the students of each study, grade, and subject are established so they can continue with their academic activities during the suspension period of the face-to-face teaching activity.

The continuation of the teaching activity in the terms indicated above implies the obligation of the teaching staff to attend to teaching tasks in accordance with the corresponding contingency plans of each centre.

1. In addition to the above, according to the Rector's statement of March 14th, all face-to-face activities, both academic and non-academic, at the University of Murcia are immediately suspended. The buildings of the University of Murcia will remain closed until further notice.

The Faculty of Medicine, we will act as follows:

1. General measures:

- To ask the members of the Faculty of Medicine to comply with the **recommendations** of the government and health authorities, as well as the resolutions of the Rector and the Committee and Safety at Work of the University of Murcia.
- Due to the current situation of promulgation of the Royal Decree declaring the state of alarm, we are forced to carry out any type of activity, teaching, administrative or management via Internet.
- On the website of the Faculty of Medicine <https://www.um.es/web/medicina/> will be available to anyone who needs all emails and phone numbers of the Secretariat of the Center, Janitorial, Dean and Team Dean, as well as the application of University Suggestion Box for any matter that needs to be communicated to the Center, It has opened a special section of information COVID-19, which will be hung as many developments occur in relation to this issue.

- The Vice-rectorate of Studies has announced that there may be possible changes in the academic calendar that would affect the second term, the call for exams and the defence of Final Project (TF)
- Therefore, the possibility of updating the academic calendars of the undergraduate and master's degrees in our faculty could be considered. In particular the ECOE (Objective Structured Clinical Examination –OSCE–) test, which could be delayed to the end of May or the beginning of June. This all depends on how the health crisis evolves and when teaching activity is re-established. We will keep you informed of all the details.

2. Particular measures:

- The on-site activity is suspended for the Degree and Master, both for theoretical classes, practices, seminars, and teaching tutorials. This includes the rotary classes and the tutored practices.
- The aim is to ensure that minimum skills are achieved and to recover, as far as possible, practical activities once this situation has been overcome. The teaching methodology will be adapted, as far as possible, to the virtual resources during this suspension.
- The AULA VIRTUAL will be used as a means of communication with the students either in a group [ANUNCIOS tool] or individually [MENSAJES PRIVADOS tool], to solve doubts and offer virtual tutorials to students who request them. At the same time, it is advisable to use the tools of this classroom, such as: announcements, chats, forums, videoconferences (or equivalent platforms), private messages and resources to guarantee the proper development of the subjects, the monitoring of the students and the acquisition of the required skills.

In relation to ICT tools to enable remote work and teaching, ATICA's technicians provide us with the following information:

- On the website <https://www.um.es/atica/remoto> you can see the main tools by group as well as a summary table, where, in addition to the different tools, there are links to small user guides and video tutorials associated with them.
- Regarding the possibility of being able to give classes online, entering the section PDI, you can see a section that puts Classes online. Clicking on Quick Guide leads to this document: https://www.um.es/noticia/trabajo/guias/Guia_rapida_COLLABORATE.pdf
- In order to facilitate the monitoring of the students, the electronic tutoring schedule will be extended to attend to the doubts of the students, with special attention to TFG

(Undergraduates Final Project) and TFM (Masters Final Project), as well as to the mobility students.

- The teachers will put a message on their aula virtual's "sitio" indicating "the contingency plan for each subject", in which they will indicate how this virtual teaching will be developed so that the students are properly informed at all times.
- The teaching staff will also inform the department heads and the dean's office of "the contingency plan for each subject".
- In relation to the programmed evaluations and controls, they can be carried out with the tools of the virtual classroom, canceled or postponed until classroom teaching is re-established.
- Finally, in this section, special understanding and support is requested from our clinical teaching staff, in case they are unable to carry out their teaching activities exactly. Most of them are doing a very important job in this health crisis.

3. In relation to the Erasmus Students:

Alternative methods of theoretical and practical evaluation of those Erasmus, Sicue, etc. students who decide to suspend their stay outside UMU and return early will be programmed. All actions will be coordinated with the Vice-rectorate for Research and Internationalisation and the International Relations Area.

<https://www.um.es/web/ari/movilidad/informacion-practica>

4. In the particular case of clinical practices:

The CARM has already communicated its decision to suspend them in the socio-health field. The reason for this decision is to devote all human and material resources to hospital care. No deadline has been set for the implementation of this suspension, but we will try to relocate these activities after the Easter holidays and Spring Break.

5. Access to the installations:

The Rector of the University of Murcia has signed a binding resolution compliance. In the third point it stipulates about the access to the facilities:

"Notwithstanding the preceding point, and without prejudice to the general recommendation of the health authorities of restriction of mobility, as the declaration of Alarm Status allows for "travel to the workplace to perform work, professional or business service", members of the university community (WORKERS) may voluntarily access the buildings, using their

university cards, to perform tasks essential in relation to teaching, research, education and management or administration".

It must be clear that at no time will students or family members be allowed access to university facilities. It is reiterated that only workers can access them to carry out an essential task

ATTENTION TO DIVERSITY

The **Diversity and Volunteer Service** has contacted the students with special educational needs who require some form of curricular adaptation. These students have an adapted virtual desktop that makes it easier for them to follow classes in virtual mode. More information at; Tlf: 868 88 3934 and adyvol@um.es

TELEPHONES AND DIRECTIONS OF THE FACULTY

Page web:: <https://www.um.es/web/medicina/>

Secretary's number: 868883922 Secretary's E-mail: secretariamedicina@um.es

Deanery's phone number: 868887185 E-mail: decamedi@um.es

Web: <http://www.um.es/coronavirus>

Inquiries and notifications: infocovid19@um.es

Remote access to UMU applications: <http://www.um.es/atika/remoto>

International mobility: internacionales@um.es

FINAL CONSIDERATIONS

The main objective of this Contingency Plan is to guarantee the safety of the entire university community at our Centre as well as to ensure that students acquire the necessary skills required by their degrees, despite the extraordinary situation in which we find ourselves.

It is possible that, as events unfold, new developments may occur, in which case complementary instructions will be made available.

At all times, a direct line of communication is maintained with the University of Murcia's rectoral team to inform them of any news or changes.

In everything not included in this CONTINGENCY PLAN OF THE MEDICAL FACILITY, the instructions of the Rector of the University of Murcia will be followed.

Carmen Robles Moreno

Dean of the Faculty of Medicine

University of Murcia