

FACULTY OF LABOR SCIENCE CONTINGENCY PLAN FOR THE PREVENTION OF CORONAVIRUS INFECTION

RESOLUTIONS ADOPTED AT THE MEETING OF THE DEAN'S TEAM OF THE FACULTY OF SCIENCE OF WORK ON MARCH 12, 2020

CONTINGENCY PLAN DUE TO THE SUPPRESSION OF ACADEMIC ACTIVITY

Following the instructions of the COVID-19 Monitoring Commission of the University of Murcia, the following measures are adopted, the temporal scope of which will be marked by the rector's resolutions which, in turn, will be determined by the regional and state guidelines. Thus, decisions are adopted in the following aspects:

1. THEORETICAL-PRESENTIAL TEACHING ACTIVITIES

- a. It is recommended to reinforce the documentation made available to students to follow the course through documents, online bibliography, presentations, etc., using "RECURSOS" tool in the Aula Virtual is used for this purpose.
- b. The teachers of each subject have to prepare a schedule for the next three weeks in which the classes may be paralyzed, indicating the recommended pace of progress on each affected issue.
- c. It is recommended that students be asked to understanding, summaries, etc., through the "TAREAS" of the Aula Virtual.
- d. Follow up and contact to resolve doubts, suggestions, etc., which can be done through the tools of the Virtual Classroom "FORO", "CHAT", "MENSAJERÍA PRIVADA".
- e. A list of tools for distance learning can be found at <http://www.um.es/atika/remoto>.
- f. For TFG and TFM (Undergraduate and Masters Final Projects), contact will be maintained with the students by any of the virtual means that the tutor considers appropriate, favouring their progress.
- g. For mobility students (Erasmus, Sicue, etc.) a specific follow-up of the Mobility Coordinators will be carried out through the virtual medium they consider most appropriate.

2. PRACTICAL ACTIVITIES

- When the Guía Docente (Teaching Guide) for the course includes the obligation of attendance, or the submission of certain tasks, it is recommended that the student reports activity by any of the means available in the Aula Virtual: especially through "TAREAS"
- It is also recommended to adapt the material so that they can carry out and reinforce the practices in an autonomous way: problem solving, case studies, bibliographic searches, etc.
- If it is impossible to carry out an internship (a visit, for example), it should be exchanged for academic work.

3. PLANNED EVALUATION ACTIVITIES

- a. If they are evaluable activities and attendance is not necessary, it is recommended the use of the "EXÁMENES" tool in the Aula Virtual or its replacement by an activity collected through "TAREAS".
- b. Similarly, if they are evaluable and on-site, it is recommended that the "EXÁMENES" tool of the Aula Virtual or alternative evaluation from activities with the "TAREAS" tool be used.

4. CURRICULAR AND EXTRACURRICULAR INTERNSHIPS

All curricular and extracurricular practices of UMU students are suspended. Likewise, all internships of organizations, companies and institutions that take place at our University are suspended. However, as long as the internship center ensures the possibility of developing the training activities in a non-presential way, it will be possible to continue with the internship.

5. MOBILITY STUDENTS

For mobility students (Erasmus, Sicue, etc.) a specific follow-up of the Mobility Coordinators will be carried out through the virtual medium they consider appropriate.

The following link provides explanations and video tutorials of the different tools of the Aula Virtual of the University of Murcia: <https://www.um.es/aulavirtual/lecciones-brevs/>

Complementary activities to on-site teaching:

1. The activities that were planned for the coming weeks will be rescheduled; specifically, talks, conferences, seminars that required people to travel by public transport or from other locations.
2. Talks scheduled in secondary schools and centres will be cancelled or delayed.
3. It is recommended that, for a better development of this contingency plan, the figures of the coordinator be used, both for the subject and for the group.
4. An online questionnaire will be sent to the subject coordinators so that they can inform the Center about the measures that have been taken

The Vice-rectorate of Studies has announced that it is studying possible changes in the academic calendar that would affect the second term, the call for exams and the defence of TF (Final Project)

FACILITIES

The Rector of the University of Murcia has signed a compulsory resolution, the third point of which indicates:

"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.

If you have any doubts about the fulfilment of this contingency plan, please contact the centre.

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

FACULTY TELEPHONE AND CONTACT

Telephone: 868 88 3924 Web: <https://www.um.es/web/cctrabajo/> e-mail: secretariacctrabajo@um.es and decanfct@um.es

UMU'S INFORMATION ABOUT COVID-19

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