

ENAE's CONTINGENCY PLAN FOR THE PREVENTION OF CORONAVIRUS INFECTION

Following the instructions of the COVID-19 Monitoring Committee 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.

The following **Contingency Plan** has been developed for the continuity of the teachings corresponding to the Master **Universitario en Logística y Dirección de Operaciones (II edición)** (University Master in Logistics and Operations Management (II edition)).

The lessons given in the on-site mode: the teaching is transformed from the on-site mode to the online mode. The "Adobe Connect" tool will be used for this purpose.

The delivery of documentation from teachers, papers, case studies by students, etc.: the dynamics do not change as a result of this new situation. This will continue to be done through the Aula Virtual (virtual classroom).

The exams corresponding to the courses taught: given the obligatory attendance at the time of taking the exams for each course, these are postponed until normalcy is restored. If this situation of alarm lasts over time, the use of digital tools or the use of the Campus Virtual - ENAE will be studied.

Project tutorials: the planned calendars are maintained, although it is made obligatory to use telematic communication tools (Skype or similar) for the meetings of students with their respective project tutors, as well as to intensify communication regarding comments/improvements of the projects in electronic mode.

The presentation of TFM projects: The July call date is not currently compromised by this situation. The evolution of the events will be taken into account and, if necessary, the "Adobe Connect" tool can be used for the presentation of these TFM. The presentation of the projects would in any case count on an evaluation committee connected telematically.

Class attendance will be verified through the built-in "Adobe Connect" utilities.

The assistant to the students, delivery and reception of documents, etc.: obligatory presentation of these documents in a telematic way. Any questions from students, etc. may be addressed initially to the Management of the Master.

Visits to companies: These are suspended until normality is restored, at which time they will be undertaken.

Visits to companies: These are suspended until normality is restored, at which time they will be undertaken.

All the curricular and extracurricular internships of the students of the University of Murcia are suspended. Likewise, all practices of organizations, companies and institutions carried out at the University of Murcia are suspended. However, as long as such entities ensure the possibility of developing the training activities in a non-attendance way, it will be possible to continue with the internship.

Access to the facilities: the ENAE Affiliated Centre will remain closed and all its staff will carry out teleworking as long as the authorities advise it.

The Rector of the University of Murcia has signed an obligatory 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.

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 CENTER

Page web: www.enaes.es

Secretary's telephone: 968 899 899 Secretary's e-mail: secretaria@enaes.es

Others (telephone and email): 672249103 info@enaes.es gestionacademica@enaes.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/atica/remoto>

International mobility: internacionales@um.es

Miguel López González de León, General Director of ENAE
Antonio Calvo Flores, Academic Director of ENAE