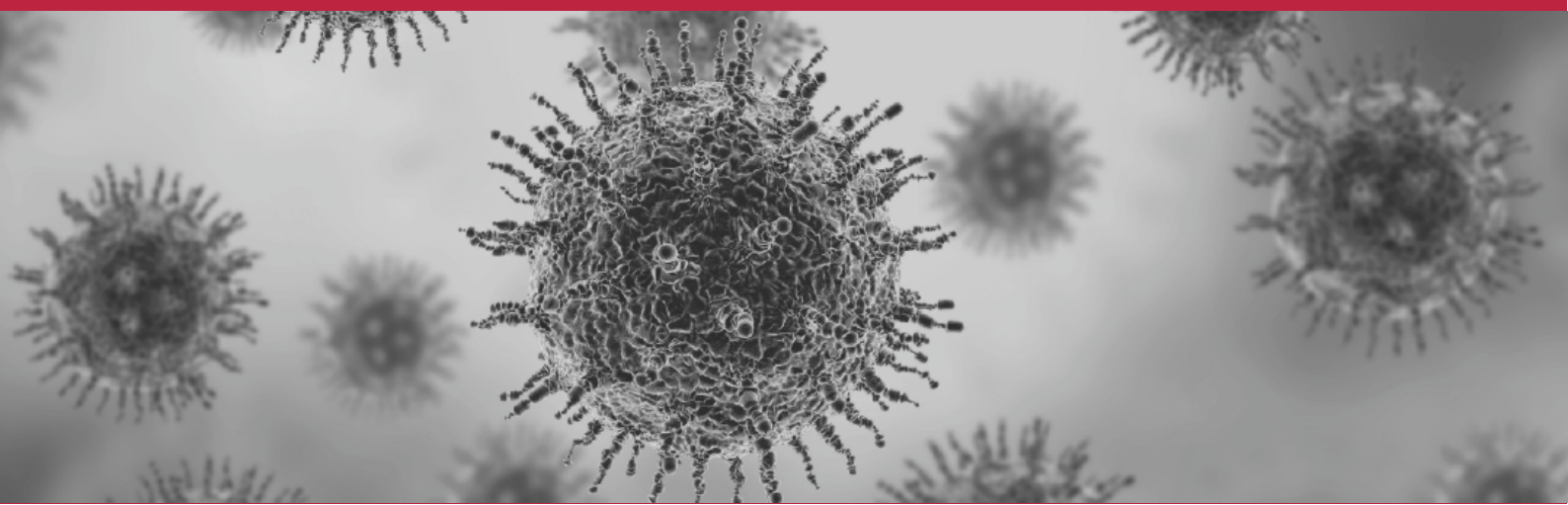




UNIVERSIDADE
DE ÉVORA

Contingency Plan COVID-19

Last updated | 21 setpember 2020



CONTINGENCY PLAN | UNIVERSITY OF ÉVORA

FOREWORD

Approaching the beginning of the new academic year and taking into account the uncertainty regarding the evolution of the epidemiological situation related to Covid-19, in the country, it is important to adjust the set of rules to be followed by the UÉ academic community, aimed at preventing the disease and minimization of the risk of transmission of the new coronavirus, which guarantee the safety and hygiene conditions indispensable to the "new normal" functioning of the UÉ.

This update of the UÉ Contingency Plan is associated with all Rector's Orders on matters related to risk minimization and the prevention of Covid-19 at UÉ.

I - CROSS RULES

1. The use of a mask is mandatory in all common spaces, including classrooms and laboratories and can only be removed at mealtime.
2. The safety circuits must be respected using the arrows that indicate the preferred routes, close to the walls, which guarantee the maximum distance between those who circulate in both directions.
3. The rules of social distance must be followed, including during coffee breaks or meals, in UÉ spaces (canteens, cafeteria, corridors, etc...)
4. The maximum capacity of the living and/or meal spaces must be respected according to the information posted in a visible place.
5. The entire academic community must self-monitor Covid's 19 symptoms and refrain from attending the University if there are suspicious symptoms (fever, cough, shortness of breath, lack of taste or smell...).
6. In the presence of suspicious symptoms during working hours, the defined protocol must be followed: go to the defined Isolation Room (please see Annex I), inform the responsible officer and call the SNS24 Line.
7. If an outbreak of Covid-19 occur at the University's facilities, decisions will be taken, case by case, in accordance to the Health Authority.

III-RULES BY AREA OF ACTIVITY

TEACHING

1. Face to face teaching requires, in most courses, the separation of the class into groups depending on their size.
2. In Lab classes, the class is divided in order to maintain at all times the safety distance during the sessions.
3. On-line sessions will take place from the University's buildings, as recommended by the Rectory.
4. Teachers who share offices must organize a presence scale, whenever the office size does not guarantee the safety distance: morning / afternoon or alternate days.
5. Teachers must wear a mask or, alternatively, a visor, as long as they keep at least a 2 meters distance from the students

Classrooms and Offices Disinfection

1. All students and teachers should clean their hands with an Alcohol-Based Antiseptic Solution (ABAS) when entering and leaving the classroom.
 2. Places are duly identified in each of the rooms, and the students should always occupy the same place in the room, on each day of classes.
 3. The students should preferably occupy the seats next to the windows or the walls.
 4. Classroom doors must remain open.
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5. Every 2 hours of face-to-face classes there must be a minimum break of 15 minutes to renew the air.
6. The teacher's secretary should, whenever possible, be kept 2 meters away from the 1st row occupied by the students.
7. Each teacher has the responsibility to disinfect the desk and computer keyboard before leaving the room. Suitable disinfectant product and paper roll will be made available for this purpose.
8. During breaks students must maintain social distance.
9. All teachers must ensure that their secretary is properly disinfected.
10. The maximum capacity of social and / or meals spaces for teachers and students must be respected, according to the information posted in a visible place.
11. In the event of a Covid -19 outbreak in a course or class, the measures to be taken will be decided and articulated, case by case, with the Health Authority.

AI&D ACTIVITIES

1. The maximum number of researchers, students or technicians present at any given moment must be adapted to the size of the laboratory spaces (whenever possible, about a third).
2. If necessary, choose delayed schedules and stopovers to ensure safety distance between researchers, students or technicians.
3. Researchers, students and technicians should respect the safety circuits defined.

Laboratories Hygiene and Safety

1. All researchers, students and technicians should clean their hands with ABAS whenever entering and leaving the Laboratory.
2. Safety distance between researchers, students and technicians must be guaranteed.
3. All researchers, students and technicians should ensure the disinfection of surfaces at their workplace.
4. All researchers, students and technicians are responsible for the air renewal of the spaces, by opening the windows, every 2 hours.
5. The laboratory spaces should keep the doors open, whenever possible.

SERVICES

1. All non-teaching workers must disinfect their hands with ABAS at the entrance and exit of their workplace.
2. All non-teaching workers must guarantee safety distance in their work space.
3. All non-teaching workers must ensure the disinfection of surfaces at their workplace.
4. Non-teaching workers are responsible for the ventilation and air renewal of the spaces, by opening the windows, every 2 hours.
5. Workspaces (offices and / or rooms) should keep their doors open whenever possible.

UNIVERSITY RESIDENCES

Within the scope of the Dispatch nº 2836-A / 2020 of 2020-03-02 and the Guideline No. 006/2020 of the Directorate-General for Health from the February 26th, 2020, the following specific rules are updated for all the students and workers with the following objectives:

- Empower all residents and workers with updated and reliable information and knowledge;
 - Implement primary prevention measures appropriate to the level of risk;
 - Detect disease cases and their contacts early, facilitating the articulation and connection to appropriate health services;
 - Ensure a coordinated response with other institutions and organizations;
 - Ensure the continuity of the teaching, learning and experience process, according to the level of risk;
 - Minimize the effect of the epidemic at the residences.
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HEALTH PROTECTION MEASURES

1. All new residents must present a negative result on the COVID 19 test, made within 48 hours before entering the residence, at the beginning of the school year and after school vacation periods¹.

2. The UÉ Residencies community must:

- Wash your hands frequently with water and liquid soap, rubbing them well for at least 20 seconds;
- Reinforce hand washing before and after contact with food, after using the sanitary facilities and after contact with surfaces in common places (door handles, elevator buttons, etc.);
- Use an alcohol-based antiseptic solution (ABAS), alternatively, for hand hygiene;
- Must wear a mask in all interior spaces of the Residence;
- Maintain a safe distance in your interactions;
- Comply with all respiratory etiquette rules;
- Cough or sneeze into a handkerchief (for single use) or the arm with the elbow flexed, not the hands;
- Use paper tissues (single use) to blow your nose;
- Throw used tissues in a waste bin and wash your hands immediately;
- Avoid touching the eyes, nose and mouth;
- Ensure the safety distance of at least 2m between all those who work and live in the Residence;
- Avoid staying in crowded and closed places with, except if absolutely necessary;
- Prepare, in conjunction with the Student Centers of each Residence, scales for the use of kitchens/study rooms, which will be posted at the entrance;
- Avoid sharing personal items;
- Respect the maximum number of students allowed at a time in each kitchen of the different Residences, complying with the rule of social distance, which corresponds to about half of the usual capacity;
- Respect the distance between the tables in the living and study room and maintain social distance, reducing the maximum number of students in common spaces (which corresponds to about half of the usual capacity);
- Refrain from touching unnecessary places/surfaces, such as walls and glass;
- Clean surfaces and contact equipment (keyboard, desk, mobile phone, etc.) frequently;
- Avoid personal greetings with physical contact;
- Avoid sharing equipment and personal assets;
- In addition to the cleaning of the rooms already provided for in the Accommodation Regulation, students should reinforce the cleaning, sanitation and ventilation of the room;
- Regular washing of work clothes/uniforms must be guaranteed regularly;
- Visits are allowed in the Residences' facilities, provided that the capacity of the study / social room, at each moment, allows it;
- In the presence of symptoms, such as cough, fever or difficulty breathing (in the person or those living with him), the worker or student should go to the isolation room and call the SNS24 Line (808 24 24 24), following the instructions given to you;
- In the event of an outbreak in one of the Residences, the closure, or not, of the same and/or the relocation of students will be decided in close coordination with the Health and Civil Protection Authority.





¹The scholarship students have the test reimbursed by DGES, with the activation of an emergency fund, the remaining students can bring a test, carried out in any laboratory accredited for the purpose, or carry one out at School of Nursing, with previous booking made through esimoes@uevora.pt or the number 266730319

Environmental hygiene measures

Since, under optimum conditions, the virus can remain active on surfaces for a few days, frequent and adequate cleaning/disinfection is essential.

- Ventilation and air renewal should be promoted by opening the windows several times a day;
- The frequency of cleaning/disinfecting surfaces, namely table tops, keyboards, handrails, door handles, elevator buttons, is recommended at least three times a day and whenever necessary;
- Hygiene and cleaning must be appropriate to the type of coating, following the rules determined by DGS, regarding the product to be used and the most adequate cleaning method;
- Ensure the availability of ABAS at the entrance/exit points of the Residence and at the entrance/exit points of both blocks;
- Residues resulting from current hygiene can be disposed of as usual;
- WC's should be cleaned preferably with a disinfectant detergent product, at least twice a day.

FLOWCHART OF ACTION IN CASE OF A SUSPECTED CASE IN A RESIDENCE

A PERSON WITH	MUST	IN THE ISOLATION ROOM	AFTER DECISION ON THE CASE
			
Presence of symptoms (fever or cough or breathing difficulty)	Head to the isolation area	Put on your mask	Cleaning and disinfection of area
Travel history for affected areas or contact case confirmed	Inform (in person or by phone) the responsible person at the entity	Contact SNS24 line (808 24 24 24)	Replacement of the used material
		Follow guidelines	

SPECIFIC MEASURES IN THE CASE OF A POSITIVE SUSPECT CASE

- The worker/student with validated suspicion must remain in the isolation area, until the collection of biological samples for laboratory tests and the result of the COVID 19 test;
- If the result of the COVID-19 test is not obtained on the same day, the student must be in prophylactic isolation in a place to be designated, if not in a single room;
- Access by other people to the isolation area is forbidden (except those responsible for providing assistance);
- The Task-force collaborates with the Local Health Authority in identifying contacts close to the patient (suspected case validated);
- If the case is confirmed, the isolation area must be banned until the validation of the decontamination (cleaning and disinfection) by the Local Health Authority. This ban can only be lifted by the Health Authority.

PROCEDURES AFTER A CONFIRMED CASE AT THE RESIDENCES

If worker:

- Cleaning and disinfection should be reinforced, especially on surfaces frequently handled and most used by the confirmed patient, with a greater probability of being contaminated. Pay special attention to cleaning and disinfecting of the confirmed patient's workplace (including materials and equipment used by the patient);
- Store the confirmed patient's waste in a plastic bag (50 or 70 microns thick) which, after being closed (eg with a clamp), must be segregated and sent to a licensed operator for the management of biohazardous medical waste;
- The Local Health Authority communicates to the DGS information on the measures implemented in the UÉ and on the health status of contacts close to the patient.

If a student who is unable to return to its household:

- The cleaning/disinfection and ventilation of the room must be reinforced by the student. The student is not allowed to leave the space that has been destined to him;
- The workers, colleagues/friends and the NE of the Residence must cooperate to respond to the needs of the isolated student;
- Store the confirmed patient's waste in a plastic bag (50 or 70 microns thick) which, after being closed (eg with a clamp), must be segregated and sent to a licensed operator for the management of biohazardous medical waste;
- The Local Health Authority communicates to the DGS information on the measures implemented in the UÉ and on the health status of contacts close to the patient.

Final Note:

Other measures, in addition to those contained in the UÉ Contingency Plan and in this update, may be considered whenever the evolution of the epidemiological situation justifies it.

ANNEX I

ISOLATION ROOMS IN BUILDINGS AND RESIDENCES

UÉ buildings

Colégio do Espírito Santo - Cisterna (former psychology office)
Colégio Luís António Verney - Room 136
Colégio da Mitra - Room 110 of the António Santos Junior Building
Leões - Clara Meneres Meeting Room
Escola Superior de Enfermagem - Room 12.E.7
Antiga Cadeia - Gab. 223
Colégio Pedro da Fonseca - Room 1.01 in Block A
Casa Cordovil - Room 025
Colégio Mateus D'Aranda - Space next to the Mirror Room
Santo Agostinho - DFGPG Office
Palácio do Vimioso - "Aquarius" (Hercules)

Residences

António Gedeão - study room on the 2nd floor B
Portas de Moura - single room next to the kitchen
Bento de Jesus Caraça - room nº 1, at the entrance of the residence
Florbelas Espanca - single room at the entrance of the residence
Eborim - small study room
Soror Mariana - ground floor study room next to the outdoor patio
Manuel Álvares - computer room
