

# iscte

UNIVERSITY  
INSTITUTE  
OF LISBON

## CONTINGENCY PLAN: COVID-19

October 2021

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## **1. INTRODUCTION**

According to Law No. 1-A/2020, as of March 19, combined with Decree-Law No. 10-A/2020, as of March 13, in its current wording, establishes exceptional and temporary measures to respond to the epidemiological situation caused by COVID-19.

Due to the evolution of the aforementioned epidemiological situation, the Iscte Contingency Plan, published on March 9, 2020, was successively updated on March 22, May 18, June 1 and September 18, 2020, in order to incorporate the new measures decreed by the authorities, in order to protect the health of students, teachers, researchers, employees and service providers, while always bearing in mind the need to ensure, as far as possible, the normal functioning of Iscte .

Preventative procedures and measures were defined based on the guidelines of the World Health Organization (WHO) and the General Directorate of Health (DGS).

## **2. OBJECTIVES**

The Contingency Plan´s main objective is to provide an operational response that minimizes the conditions for the spread of the virus, while maintaining Iscte´s ability to stay open.

In the case of necessity, this plan contains the necessary measures to ensure the institution's minimum services, as well as, at the limit, consider the closure of services at Iscte.

Iscte will provide, in articulation with the competent public health services, the information and advice that are adequate to the evolution of the situation. Consequently, the plan may be revised and updated whenever deemed necessary.

## **3. ESSENTIAL ACTIVITIES**

Iscte will attempt to guarantee the maintenance and functioning of the following activities:

- The Institution's governance;
- Teaching activities;
- Assistance to students for the various courses offered by Iscte;
- Computer support to the community;
- Support services (cleaning and security of the Facilities);
- All that is necessary for the Institution to function.

#### 4. GUIDELINES FOR PREVENTION AND PROTECTION MEASURES

As a measure to contain the spread of COVID-19, the following is determined:

- **travel abroad** is allowed based on the conditions of the rules of the national health authorities and by those enforced at the destination, on the date of the trip ;
- **missions in national territory**, namely for fieldwork or internships, must comply with the rules of the DGS and the legislation enforced at the time of travel;
- **scientific meetings, international congresses, meetings of collegiate bodies, jury meetings, academic tests and other activities** must follow the rules and guidelines of the DGS/DGES that are in place, as well as current legislation.

#### 5. ACCESS TO ISCTE'S FACILITIES

With regard to access and the use of Iscte's facilities and services, it is established that:

- It is mandatory to wear a mask to access or stay in Iscte's facilities, in accordance with current legislation (DGS Guidance No. 11/2021, of 09/13); - Hand hygiene must be carried out with water and liquid soap or gel alcohol at the entrance of the Iscte and several times a day, whenever justified;
- An adequate physical distance between people must be observed;
- in-person assistance by appointment, email or telephone is guaranteed;
- Doors and/or windows must remain open in order to avoid frequent contact with surfaces and allow better air circulation inside spaces, whenever possible.

#### 6. PREVENTION OFFICE | COVID-19

The head of Iscte's Contingency Plan before the competent entities is the Dean of Iscte, Professor Maria de Lurdes Rodrigues, assisted by the Vice-Rector for Information and Quality Systems, Professor Jorge Costa, with responsibility for maintaining the procedures defined in the Contingency Plan for COVID-19, as well as internal communication with Iscte, following up on DGS recommendations and other instructions applicable to the Public Administration in general, or to Public Higher Education Institutions.

The Iscte Contingency Plan provides for regular monitoring and updating, under the responsibility of the COVID-19 Prevention Office, comprising the following elements:

- Director from Iscte, Dr. Carla Gonalo;
- Director of the Human Resources, Purchasing and Spaces Service, Dr. Isabel Pires Rodrigues;
- Director of the Education Management Service, Dr. Sílvia José;
- Coordinator of the Buildings and Resources Unit, Architect Maria Helena Teixeira; - Responsible for health and safety at work, Dr. Sónia Santo.

The COVID-19 Prevention Office is responsible for:

- Ensuring that adequate assistance is provided to any suspected case that occurs within the premises;
- Ensure compliance with the measures identified in the Contingency Plan;
- Collaborate with the Local Health Authority;
- Provide information to the Rectory of any situation that occurred within the premises related to COVID-19;
- Keep the Contingency Plan updated whenever there are new internal or external guidelines;
- Ensure that contact with the person in isolation is made by telephone, to ensure that adequate assistance is provided until leaving the isolation area;
- If it is necessary to monitor or provide assistance to the sick person, the use of a mask and disposable gloves must always be ensured, in addition to compliance with the basic infection control precautions regarding hand hygiene, after contact with the patient.

## **7. MEASURES FOR CONTINUING ACADEMIC ACTIVITY**

Maintaining the academic activity of Iscte in the situation of a pandemic due to COVID-19 implies ensuring conditions for the community's safety and health, continuously and permanently, in accordance with the general principles of prevention.

Those responsible for the continuity of academic activity are the School Directors and the Research Centers, within the scope of this plan, who must communicate to the Rectory the measures that are being adopted.

Iscte will disseminate to the community the Guidelines issued by MCTES, DGES and DGS on Teaching and Non-Teaching Activities in Scientific and Higher Education Institutions, depending on the evolution of the pandemic and current legal measures.

## **8. CONTINUITY MEASURES FOR CENTRAL SERVICES**

The periods and protocol for the operation and services at Iscte are those approved from before the start of the Covid-19 pandemic, and may be altered if the pandemic evolution justifies it.

The telework protocol remains exclusively mandatory in the cases provided for by law. Risk groups are those identified by the DGS.

Physical spaces and work organization must comply with DGS/DGES guidelines on the matter.

The work organization plans must respect the legally mandatory telework situations and the guidelines of the DGS and the Government.

## **9. PREVENTION AND PROTECTION MEASURES**

The rules on the use of masks to access or remain in Iscte's facilities are those outlined in DGS Guidance No. 011/2021, of 13/09.

The in-person service stations are equipped with a physical protection barrier.

It is recommended that the entire Iscte community do the following:

- wash your hands frequently with soap and water, rubbing them well for at least 20

seconds, or alternatively, use an alcohol-based solution;

- use paper tissues (single use) to blow your nose;
- throw used handkerchiefs into a rubbish bin and wash hands afterwards;
- coughing or sneezing into your arm with your elbow bent, not your hands;
- avoid touching eyes, nose and mouth with dirty or contaminated hands with respiratory secretions;
- promote social distancing, namely, not staying in very frequented and closed places, without absolute necessity;
- avoid greetings with physical contact;
- frequently clean high contact surfaces and equipment (keyboard, desk, mobile phone, keys, pens, knobs, switches and buttons of all kinds);
- if any symptoms appear, such as a cough, fever or breathing difficulties (in the person or their companions), reduce social contacts, do not go to Iscte or to the health services and call the SNS24 Line (808 24 24 24) .

## **10. CLEANING AND HYGIENE MEASURES IN THE FACILITIES**

As part of the regular cleaning and hygiene maintenance of the facilities, the prevention and containment of infection is reinforced through the following measures:

- Providing suitable products for washing, disinfection and drying of hands;
- Checking the ventilation conditions of the installations and air conditioning devices, promoting the aeration of all places;
- Cleaning surfaces with a suitable disinfectant product, especially equipment and objects in common use, namely:
  - ✓ Tabletops;
  - ✓ Switches;
  - ✓ Computer keyboards and time clocks;
  - ✓ Arms and backs of chairs;
  - ✓ Common use telephones;
  - ✓ Reception desks in the various buildings;
  - ✓ Physical barriers at service stations;

- Surfaces with frequent touches must be cleaned with an appropriate disinfectant product, following the Sanitation Plan in force, namely: ✓ Door handles and handles, on both sides, of doors with greater circulation;
  - ✓ Stairs handrails with greater affluence;
  - ✓ Interior and exterior surfaces of elevators (buttons);
  - ✓ Equipment in corridors (self-service machines, photocopiers for community use, ATMs, ticket dispensers for service).
  
- Clean and disinfect sanitary facilities in accordance with current procedures;
- Cleaning of tables and computers (monitors, keyboards, mice) in the study and library rooms.
- Residues resulting from routine cleaning and disinfection can be disposed of as usual.

In order to carry out these tasks, the following should be considered:

- Cleaning should be carried out using gloves, namely when removing garbage.
  
- The cleaning of the handles and handles must be carried out both inside the space and outside.

In the context of cleaning and security services for the facilities, the person in charge of the Buildings and Resources Unit should contact the companies providing those services in the sense of all measures of this plan are complied with, namely those relating to the cleaning of facilities, Isolation Room, and others to be defined by the COVID-19 Prevention Office.

In addition to the cleaning and sanitation that will be carried out by Iscte, it is important that the community bears in mind that we are all agents of health in this situation and, as such, co-responsible for maintaining the sanitation of the spaces we frequent.

The hygiene and cleaning of the catering spaces, being the responsibility of the respective concessionaires, must comply with the guidelines and recommendations of this Plan and of the General Directorate of Health.



## 11. MEASURES TO BE TAKEN IN A SUSPECTED CASE

### What are the Signs and Symptoms of a Suspected Case?

Suspicious of SARS-CoV-2 infection are those who present, in accordance with DGS Standard No. 004/2020, in its current version:

a. Clinical picture suggestive of acute respiratory infection with at least one of the following symptoms:

- i) Cough again, or worsening of the usual pattern, or associated with headache or myalgia OR;
- ii) Fever (temperature  $\geq 38.0^{\circ}\text{C}$ ) with no other attributable cause OR;
- iii) Dyspnea / respiratory distress, with no other attributable cause.


B. Loss or distortion of smell and/or taste.

### What to do?

Actions in case of identification of a suspected case:

**1. Call the emergency number of Iscte 217 930 101;**

2. Go to the Isolation Room, C204 on Floor 2 of Building II; 3. Put on gloves and masks;

3. Immediately contact the Health Line number 24  808242424, and follow the instructions given;

4. Access to the Isolation Room is prohibited to anyone else.

## 12. ISOLATION ROOM

The Isolation Room is located on Floor 2 of Building II - **C204** and has the following characteristics and equipment:

- Natural ventilation;
- Proximity to sanitary facilities (which will be isolated and closed to other users);
- Rest equipment;
- Personal Protective Equipment (PPE):
  - ✓ Surgical masks;
  - ✓ Disposable gloves;

- ✓ Alcohol-based antiseptic solution (Disinfectant gel)
- ✓ Paper towels;
- ✓ Bottled water;
- ✓ Telephone;
- ✓ Disposable thermometers.

Once in the Isolation Room, the procedure to be adopted is as follows:

- The individual must follow the instructions that are available:
- Check the temperature of the individual.
- Wear gloves and a mask, making sure it fits well (adjusting the mask to the face, so as to allow complete coverage of the nose, mouth and lateral areas of the face). Whenever the mask is wet, it should be replaced with another one.
- Whenever you replace gloves, masks and other materials that may be contaminated (disposable paper towels, wipes) it should be placed in a container bin with a pedal inside the room. The container must be properly lined with a white and identified bag;
- In the Isolation Room there is a telephone with an external connection so that the person in isolation can contact the Health Line 24 – 808 24 24 24 immediately, giving an account of their health status. The SNS 24 health professional will question the patient about signs and symptoms and epidemiological link compatible with a suspected case of COVID-19.
- The contact between the person in isolation and those responsible for the Contingency Plan must be made by telephone.

**After the evaluation, the NHS 24 will inform the patient:**

**If it is not a suspected case of COVID-19:** it will define the appropriate procedures for the patient's clinical situation.

**In the case of a suspected case of COVID-19:** the NHS will contact the Doctor's Helpline (LAM), from the General Directorate of Health, to validate the suspicion. From this validation, the result can be:

- **Suspected case Not Validated**, the NHS 24 will define the usual procedures and adequate to the patient's clinical situation. The patient will inform the Persons Responsible for the Contingency Plan of the non-validation.
- **Suspected case Validated**, all guidelines from health authorities must be followed.

### **13. CLEANING AND SANITIZING THE ISOLATION ROOM AFTER A SUSPECTED CASE**

- Clean and disinfect (decontaminate) the Isolation Room;
- Clean and disinfect all furniture, equipment and other surfaces;
- Store the waste from the confirmed case in a plastic bag (with a thickness of 50 or 70 microns) which, after being closed (eg with a clamp), must be segregated and sent to a licensed operator for the management of hospital waste with biological risk;
- Open the windows, closing the door, to promote natural ventilation.

Cleaning must be carried out using gloves, a protective mask and a disposable gown. Cleaning cloths must be discarded after use.

### **14. CLEANING AND SANITIZING THE PATIENT'S WORKPLACE**

Whenever an indication is given to proceed with the cleaning of a space, due to the presumably infected presence with COVID-19, the cleaning team must travel to the location and carry out the following tasks:

- Open windows on site, closing the door (whenever possible) to promote natural ventilation.
- General cleaning of the space, including door and window handles and handles, tables, arms and backs of chairs; computers (monitors, keyboards, mice, buttons), if any, etc.
- Change the dustbin bag.
- Wash the floor.
- Whenever the alert of possible infection is given outside working hours, the service watchman must record the occurrence in a specific form and post a notice on the door of the workplace:

***'PLEASE DO NOT ENTER, WAIT FOR CLEANING TEAM '***

In order to carry out these tasks, the following should be considered:

- Cleaning must be carried out using gloves, protective mask and disposable gown.
- The cleaning cloth used is for this procedure only.
- For this cleaning, disinfectant liquid will be used.

## **15. MEASURES TO BE TAKEN BY AN ASYMPTOMATIC PERSON WHO HAS RETURNED, IN THE LAST 14 DAYS, FROM AN AREA WITH ACTIVE COMMUNITY TRANSMISSION**

### **What to do?**

The DGS recommends the following in these cases:

- Call SNS24 beforehand (808 24 24 24) and follow its guidelines;
- Be aware of the appearance of fever, cough or breathing difficulties;
- Measure body temperature twice a day and record values;
- Check if any of the people you live with develop symptoms (fever, cough or breathing difficulties);
- If any of the symptoms mentioned appear (in the patient or in his/her companions), do not go immediately to the health services;
- Promote social distancing, namely, not staying in very frequented and closed places, without absolute necessity;
- Avoid compliments with physical contact.

## **16. MEASURES TO BE TAKEN FOR AN ASYMPTOMATIC PERSON IN CONTACT WITH A CONFIRMED CASE**

### **What to do?**

- Call the SNS24 Line informing of the contact with the confirmed case; if you develop symptoms, the visit to the health services should only be done if advised by the SNS24 Line;
- Be aware of the appearance of fever, cough or breathing difficulties;
- Measure body temperature twice a day and record values;
- Stay in prophylactic isolation certified by the Health Authority, if determined by the latter;

## **17. OTHER MEASURES**

Information will be provided through Iscte's own communication channels, whenever justified in light of the evolution of the pandemic, guidelines of the DGS/DGES and the amendment of the containment measures in its current legislation.

## **18. CLOSE CONTACT SURVEILLANCE PROCEDURES:**

A close contact is considered to be a member of the Iscte Community who does not present symptoms, but who has had or may have had contact with a confirmed case of COVID-19. This type of exposure from the close contact and the immune status (complete vaccination schedule or previous infection with SARS-CoV2) will determine the type of surveillance.

“Close contact” with a confirmed case of COVID-19 may come with different exposure levels:

### **HIGH RISK:**

1. Face-to-face contact with a confirmed case of SARS-CoV-2/ COVID-19 infection at a lower distance at 1 meter, regardless of exposure time;
2. Face-to-face contact with a confirmed case of SARS-CoV-2/ COVID-19 infection at a distance of between 1 and 2 meters and for 15 minutes or more (sequential or cumulative, over 24 hours);
3. Indoor contact with a confirmed case of SARS-CoV-2 / COVID-19 infection (eg cohabitation, meeting room, waiting room, classroom) for 15 minutes or more, including travel in a closed vehicle with confirmed case of SARS-CoV-2/ COVID-19 infection.

### **LOW RISK:**

1. Face-to-face contact, at a distance of between 1 and 2 meters, with a confirmed case of infection by SARS-CoV-2 / COVID-19, for a period of less than 15 minutes;
2. Indoor contact with a confirmed case of SARS-CoV-2 / COVID-19 infection (eg cohabitation, meeting room, waiting room, classroom), including travel in closed vehicle with confirmed case of infection by SARSCoV-2 / COVID-19, for a period of less than 15 minutes (sequential or cumulative; over 24 hours).

If someone from the Iscte community, or one of your “close contacts”, tests positive for SARS CoV2 you should send it to the address **covid19@iscte-iul.pt**:

1. Your identification: full name, teacher/employee/student number, number of user and personal mobile phone.
2. **Identification of High and Low Risk Contacts at Iscte:** full name, teacher/employee/student number, user number and personal mobile number.

## 19. INFORMATION AND DISSEMINATION

- Display of informational posters in clearly visible places:
  - ✓ Entrances to building 1, 2 and the autonomous wing;
  - ✓ Televisions;
  - ✓ Elevators;
  - ✓ Passage corridors of the different buildings;
  - ✓ Dining spaces;
  - ✓ Library;
  - ✓ Student service rooms;
  - ✓ Study rooms;
  - ✓ Sanitary facilities;
  - ✓ José Pinto Peixoto Residence.
  
- Disclosure on the Iscte website (<https://www.iscte-iul.pt/>) and by email, of the Contingency Plan and information from DGES/DGS on the prevention of SARS-Cov2 (COVID-19).
  
- Requests for clarification of doubts should be sent to the following email address:  
[covid19@iscte-iul.pt](mailto:covid19@iscte-iul.pt);
  
- Iscte emergency contact: 217 930 101.

**The Iscte community is responsible for complying with the guidelines of this Contingency Plan, as well as the measures established by the DGS, the Ministry of Health and the World Health Organization.**