

CAMPUS OPENING PLAN

Last updated:

4 may 2022

INDEX

CAMPUS OPENING PLAN MAY 2022

- 1. PLAN GOALS 4**
- 2. ACADEMIC ACTIVITIES 4**
 - a. TEACHING AND OTHER LEARNING ACTIVITIES 5
 - b. PRESENTIAL ACTIVITIES TO BE DEVELOPED 5
- 3. CAMPUS RULES AND PROCEDURES 6**
 - a. OPENING HOURS AND OPERATION OF SERVICES 6
 - b. USE OF SPECIFIC SPACES 7
 - d. HEALTH AND SAFETY PLAN 8
 - e. SECURITY AND CONTAINMENT PROCEDURES 9
- 4. CONTAINMENT PLAN 10**

Ensilis, Educação e Formação, Unip. Lda, as the founding entity of the Universidade Europeia is preparing this document, considering the current health requirements caused by SARS-CoV2 (COVID-19) and with the aim of systematizing the principles, rules and procedures that were the basis for the organization and functioning of the 2021/22 school year and the opening of its campuses and services.

Because we are in a state of contingency, with the gradual lifting of measures to combat the pandemic, this Plan is dynamic and evolving, and may be revised in accordance with the recommendations and guidelines of the health authorities and the Government that may be approved.

This plan covers the following facilities:

- Building located at Rua Manuel Pinto de Azevedo 748, 4100-320 Porto.

1. PLAN GOALS

This plan was prepared based on the recommendations issued by regulatory institutions, namely the Directorate-General of Health (DGS), the Ministry of

Science, Technology and Higher Education (MCTES) and the National Commission for Data Protection (CNPD), among others, with the following main objectives:

- a.** Ensure the reopening of the 2021/2022 school year and the development of all on-site teaching and non-teaching activities, complying with all safety rules;
- b.** Ensuring that face-to-face teaching and assessment remains the main rule, especially in its experimental components, reinforced by innovative teaching and learning practices adapted to a face-to-face teaching system supported by digital technologies, as well as mixed/combined forms of teaching, broadening and deepening project-based forms of learning and teaching, the integration of forms of self-learning and teamwork;
- c.** Adopt a set of measures that allow the institution to adapt to the current emergency period, implementing procedures for continuous surveillance of its evolution, which permanently monitor its impact on the respective academic community, in order to implement, in real time, the appropriate security measures at each moment, namely in the containment and mitigation of possible risks.

2. ACADEMIC ACTIVITIES

The opening of the school year 21/22 will take place on September 13, in the same manner as defined by the course and faculty directorates as presented in the following points:

a. Teaching and other learning activities

The operation of the school year will return to its face-to-face model. Under the Hyflex pedagogical model, the following changes will be introduced regarding the attendance regime:

- Although the classes will be face-to-face, there will be the possibility of remote attendance in some sessions, defined by each Curricular Unit, up to a limit of 25%;
- As a consequence of the previous point, the attendance regime, foreseen in the regulation, changed to 80% for the continuous evaluation and to 60% for the periodic evaluation.

Evaluation of knowledge

- All continuous, periodic and final evaluations (normal, recourse and special season) will be entirely carried out face-to-face.

b. Presential activities to be developed

With the opening of the 21/22 school year, face-to-face activities will take place on campuses, and specific sanitary and containment rules and measures arising from COVID-19 will be enforced:

1. The **opening date** of face-to-face activities will be set and informed to students, faculty, and staff through the usual communication platforms well in advance.
2. Campus **users** have the following duties:
 - Mandatory use of a mask in the medical service as well as in case of symptoms of acute respiratory infection;
 - Regular hand hygiene before and after presence in any physical space or contact with any equipment;
 - **Avoid gatherings;**
 - Compliance with the procedures defined in this Campus Opening and Containment Plan.
3. The **institution** in turn must:

- Define, implement, and communicate this Campus Opening Plan to all campus users;
- Keep the hand disinfection dispensers scattered around the campuses;
- Ensure the regular hygienization of the spaces, with reinforcement of the cleaning, including ventilation of the spaces, periodic cleaning of workstations in use, elevators, door handles and handrails.

Accessible information is available, namely through posters, about proper hand washing and hygiene and respiratory etiquette.

3. CAMPUS RULES AND PROCEDURES

a. Opening hours and operation of services

- **Campus Opening:** All campuses are open since September 1st
- **Opening hours:** The campus will be open from 7.30 am until midnight. After that time students will not be allowed to stay on the premises.
- **Services working hours:** All services will be operating normally according to the timetables communicated in a table at the end of this document.
- For everyone's safety, we recommend that preference be given to attendance through digital and telephone channels, limiting face-to-face attendance to more complex situations.

b. Use of specific spaces

- In the **auditorium** and at **events**, the use of a mask is recommended;
- Ventilation of the spaces by keeping the doors and windows open as long as possible, allow ventilation of the spaces between classes for at

least 10 minutes, and it is the responsibility of teachers and students to leave the windows and doors open when leaving the room. They should also maintain careful respiratory etiquette and proceed with hand washing and disinfection.

- It is recommended to use the cleaning kit available in the room, which contains the disinfectant product and absorbent paper. The use should be individual to disinfect before and after each use of the table chair and other shared equipment in teaching spaces.
- It is forbidden to eat and drink in the classroom.
- Hand hygiene is recommended before entering each room and on leaving, and alcohol gel dispensers are available in the access areas.
- **Medical service:** In the medical service, the use of a mask is mandatory.

c. Health and Safety Plan

We proceeded to implement a specific campus sanitation plan, with the following objectives:

- **Cleaning and sanitizing the spaces:**
 - Cleaning of the spaces several times a day, with special focus on the areas of greatest circulation and use (handrails, switches, doorknobs, APT, ATM, vending machines, bathrooms, elevators, call buttons, waiting rooms, etc.);
 - Excluded are materials for use by multiple users (e.g. magazines, brochures, water bottles);
 - Use of hygiene and disinfection products according to that defined in DGS Standard 014 2020;
 - Specific training of cleaning teams for their correct use.

- **Cleaning of classroom spaces:** Cleaning of the practical classrooms and laboratories after each use, whenever possible, according to the DGES recommendation.
- **Sanitization of service spaces:** Materials are provided for individual workstation disinfection. Availability of dispensers with disinfectant solution in offices and meeting rooms, or other closed spaces.
- **Opening doors:** Whenever possible, gates and doors will remain open in order to avoid frequent touching of surfaces and to allow better air circulation within the spaces.
- **Air renewal:** Priority will be given to air renewal and ventilation of rooms and spaces between uses through the opening of windows and doors. In spaces with mechanical air ventilation (HVAC system - Heating, Ventilation and Air Conditioning), air renewal will be done in compliance with all DGS requirements, including the frequency of air renewal, cleaning and maintenance of equipment.
- **Personal hygiene:** The campus users will have at their disposal several dispensers with alcohol gel solution, in order to allow a frequent hand hygiene at the entrance and exit of buildings, rooms and common spaces. Create conditions so that in all workstations there is material for sanitizing equipment and surfaces.
- **Personal protection:** Use of physical barriers such as acrylics, whenever there is expected close contact.

d. Safety and Containment Procedures

1. Creation of general safety and hygiene conditions:

- Regular cleaning of the spaces, including the airing of spaces, periodic cleaning of elevators, door handles and handrails;

- Reinforcement of vending machine cleaning by the institution's cleaning teams, as well as making disinfectant gel dispensers available nearby;
- In the toilets, and whenever possible, the entrance doors should not be fully closed, in order to prevent users from touching the handle;
- Whenever possible, air renewal practices should be developed, namely opening doors and windows permanently.

2. Creation of specific safety and hygiene conditions:

- Availability of disinfectant gel dispensers in laboratories in order to allow the cleaning of materials/equipment after their use.

Vaccination against COVID-19 is strongly recommended for the protection of Public Health and for the control of the COVID-19 pandemic. However, it is essential to remember that the vaccine doesn't prevent the infection.

4. CONTAINMENT PLAN

The procedures defined in the Covid-19 Containment Plan remain in force, in the event of identification of a person with symptoms within the Institution.

1. General Rule of Contagion Prevention

All elements attending the institution must perform daily self-monitoring of signs and symptoms and refrain from traveling to the institution **if symptoms compatible with COVID-19 appear**. In these cases, **SNS 24 (808 24 24 24) must be contacted** in accordance with the DGS standards and guidelines.

Must contact the University Medical Service - 967 044 720 or send an email to contagiocovid@universidadeeuropeia.pt, explaining the situation to receive the guidelines for further monitoring of the situation.

They should also maintain careful respiratory etiquette, wash, disinfect their hands and wear a mask.

2. Procedures for a possible or probable case of COVID - 19 within the institution

- In case the person presents symptoms such as:
 - Coughing again, or worsening of the usual pattern, or associated with headaches or muscle aches;
 - Fever (temperature $\geq 38.0^{\circ}\text{C}$) without other attributable cause;
 - Difficulty breathing, with no other attributable cause;
 - Complete loss of sense of smell;
 - Complete lack of sense of taste.
- Should go to the reception desk of the respective campus and report the suspicion. The campus keeper should direct the person to the isolation area of the respective campus and notify IPAM's medical service - +351 967 044 720 or contagiocovid@universidadeeuropeia.pt.
 - **IPAM Porto Campus** - Medical Office, Floor 5
- Contact with other people should be kept to a minimum and no further travel within the facility should be necessary;
- The person accompanying/assisting the person with symptoms should wear a surgical mask and wear disposable gloves;
- The person with symptoms should wear a surgical mask properly and replace it with a new one whenever the mask is damp or degraded;
 - After being in the isolation area, the person concerned must put on a new surgical mask that will find in the room and contact the SNS24 (808 24 24 24) following the guidelines received. Subsequently, must communicate these guidelines to the

University's medical service – 967 044 720 or contagiocovid@universidadeeuropeia.pt;

- Other workers are not allowed access to the "isolation" area (except designated caregivers).
- If it is not possible for the person with symptoms to move to the isolation area for health reasons, they should remain there;
- In serious or life-threatening situations (e.g., breathing difficulty, altered state of consciousness, chest pain) the person providing assistance should call the INEM (112);
- If the case is **not validated as possible or probable of COVID - 19** by the telephone triage, the procedures in the Contingency Plan for COVID - 19 are over.
- If the case is considered **validated as possible or probable of COVID - 19** by telephone triage, it will be managed, according to its severity, and the guidelines provided by the SNS should be followed, notifying the Universidade Europeia's medical service so that the evolution of the case can be followed up.
 - The person with a suspected case of COVID-19 should not use public transportation, but should travel by their own vehicle on their return home;
 - The campus manager should close the isolation room for sanitation as well as provide cleaning and disinfection of surfaces and ventilation of the spaces most used by the identified case;
 - The waste produced must be packed in two plastic bags, resistant, with two tight knots, preferably with a sticker/tape, which must be placed in collective waste containers.

3. Procedures to be adopted in case of a confirmed case

- According to DGS guideline 006/2020, the confirmed case must be in mandatory isolation until it meets the discharge criteria;
- Decontamination of the facilities is carried out.

Procedures when faced with a confirmed case of COVID - 19 outside the institution

- The confirmed case must immediately communicate the situation to the Institution by sending an email to the Medical Service via email (contagiocovid@universidadeeuropeia.pt) transmitting the guidelines received by the SNS24.
- The cleaning and disinfection of the institution's facilities in general will be reinforced, especially in the surfaces frequently handled and most used by the confirmed case. Special attention will be given to the cleaning and disinfection of the workstation/classrooms of the confirmed case (including materials and equipment used by him/her) as well as all the spaces frequented by him/her.



IPAM PORTO

R. Manuel Pinto de Azevedo, n.º 748
4100-320 Porto

IPAM LISBOA

Estrada da Correia, n.º 53
1500-210 Lisboa

www.ipam.pt