



Universidade
Europeia

Campus opening plan

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CAMPUS OPENING PLAN MAY 2022

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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 Quinta do Bom Nome, Estrada da Correia, no. 53, in Lisbon, hereinafter referred to as "QBN";
- Building located at Avenida D. Carlos I, n. ° 2, in Lisbon, hereinafter designated "IADE";
- Building located at Rua Laura Ayres, n. ° 4, in Lisbon, hereinafter named "Lispolis".

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 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

a. Teaching and other learning activities

1. 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 outlined in point 2. and presented in point 3. of this section.
2. The classes for each course derive in two different ways: (i) face-to-face, in which all students will participate in the sessions physically in the classroom, (ii) flexible, in which the sessions will be led by the professor in the classroom and the student may participate in the distance modality up to a limit of 25% of the flexible classes of the respective curricular unit. The definition of the classes and respective curricular units of each course

to be taught face-to-face and flexibly was defined by the course and faculty directorates and approved by the scientific and pedagogical councils.

3. All pedagogical activities will ensure compliance with strict safety conditions by teachers, students, and employees, according to the approved safety protocol.
4. The travel of researchers to UNIDCOM/IADE will be authorized, respecting the requirements below, namely those related to the use of laboratories, physical and technological infrastructures that are at the disposal of the research unit.
5. Depending on the country's health situation and governmental guidelines, the closure of on-site academic activities may be decreed, as happened in March 2020. In this case, adaptations to the operating model will be communicated in due time.

b. Evaluations

1. The continuous and final evaluation will take place face-to-face, regardless of its nature (two-part or distributed).
2. The normal assessment period will take place face-to-face, according to the schedule set by the school office.
3. Depending on the country's health situation and governmental guidelines, face-to-face academic activities may be closed, as happened in March 2020. In this case, adaptations to the operating model will be communicated in due time.

c. Face-to-face activities

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. **All services and spaces will be** available for use by students, faculty and other campus users.
3. **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;
 - **Hand hygiene** before and after presence in any physical space or contact with any equipment;
 - **Avoid gatherings;**
 - Comply with the procedures defined in this **Campus Opening and Containment Plan.**
4. The **institution** in turn must:
 - Define, implement, and communicate this Campus Opening Plan to all campus users;
 - Keep hand sanitizer dispensers spread across campus;
 - Ensure regular cleaning of spaces, with increased cleaning, namely aeration of spaces, periodic cleaning of workstations in use, elevators, door handles and handrails.

Accessible information will be made 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:** All campuses (except Lispolis) will be open from 7:30 am to 12:00 am. After that time, students will not be allowed to stay on the premises. Lispolis will be open from 7:30 am to 8:00 pm, and from that time onwards, students will not be allowed to stay on the premises.
- **Opening hours of Services:** All services will be operating normally according to the schedules communicated in the 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

- **Classrooms, auditoriums and laboratories:**
 - 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 classrooms 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 does not prevent infection.

4. CONTAINMENT PLAN

The procedures outlined in the Covid-19 Containment Plan keep remain in effect if a person with symptoms is identified 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) should be contacted**, in accordance with DGS standards and guidelines.

You should then contact the University Medical Service - 967 044 720 or send an email to contagiocovid@universidadeeuropaia.pt, explaining the situation and informing you of the guidelines received, for later monitoring of the situation.

They must also maintain careful respiratory etiquette, wash and disinfect their hands.

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

- If the person feels unwell in the classroom with symptoms compatible with COVID-19 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:

- a. Keep surgical mask placed correctly and disinfect hands.
- b. Communicate to the teacher.
- c. Collect your personal belongings to facilitate cleaning.
- d. 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 Universidade Europeia's medical service - +351 967 044 720 or contagiocovid@universidadeeuropeia.pt:

- **QBN Campus** - General Medicine Room, building B;
 - **IADE Campus** - Operations Room 15, floor 1, next to the elevators;
 - **Lispolis Campus** - Flying room.
- 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 he will find in the room and contact the **SNS24 (808 24 24 24)** following the instructions received. Subsequently, you must communicate these guidelines to the University's medical service – 967 044 720 or contagiocovid@universidadeeuropeia.pt:
 - The access of other students/collaborators to the “isolation” area is prohibited (except for workers designated to provide assistance);
 - 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.

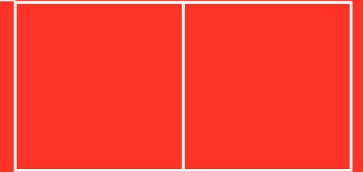
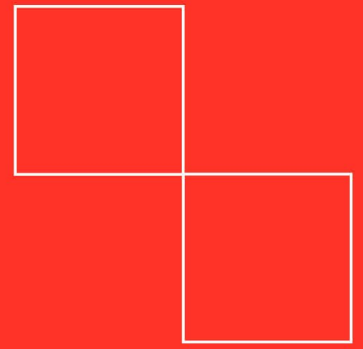
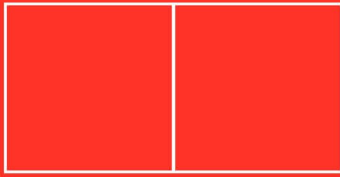
- If the case is considered **validated as possible or probable of COVID - 19** by telephone triage, it will be managed, according to its severity, and the guidelines provided by the SNS should be followed, notifying the Universidade Europeia's medical service so that the evolution of the case can be 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 guidance 006/2020, the confirmed case will be in mandatory isolation until it meets the discharge criteria.
- The guidelines previously described must be complied with in the event of a case **considered validated as possible or probable of COVID-19**.
- The facilities are decontaminated.

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.



QBN Campus

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

Lispolis Campus

Rua Laura Ayres, n.º 4
1600-510 Lisboa

Santos Campus

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1200-649 Lisboa



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