



# GUIDELINES FOR THE CONTROL AND MITIGATION OF THE SARS-COV-2 PANDEMIC AT THE POLYTECHNIC OF LEIRIA

(3.0 version - september 04, 2020)



On March 11, 2020, COVID-19 was considered a Pandemic by the World Health Organization. In Portugal, Public Health measures have been implemented according to the various phases of preparation and response to epidemic situations, in order to decrease transmission of the virus, providing adequate health care to all patients and protecting public health.

COVID-19 is a disease caused by infection with the new Coronavirus (SARS-CoV-2). The disease is predominantly manifested by respiratory symptoms, namely **fever, cough and difficulty breathing**, and there may be other symptoms, including **sore throat** and **generalized muscle pain**. Based on current scientific evidence, this virus is mainly transmitted through:

**Direct contact:** dissemination of respiratory droplets, produced when an infected person coughs, sneezes or speaks, which can be inhaled or land in the mouth, nose or eyes of people who are nearby;

**Indirect contact:** contact of hands with a surface or object contaminated with SARS-CoV-2 and then with the mouth, nose or eyes.

The risk of transmission increases with exposure to a large number of people, especially in closed environments, so additional measures must be taken to ensure that virus transmission is minimized in these settings.

Thus, in order to promote the health and safety of everyone, these guidelines provide important rules in the prevention and control of the transmission of COVID-19 at the Polytechnic of Leiria, to be complied with by all members of the academic community.

These rules, presented under the preparation of the 2020-2021 school year, follow the three basic principles of the recommendations of the Ministry of Science, Technology and Higher Education on August 4, 2020, on three basic principles:

1. **Ensuring in-person activities:** an essential dimension of higher education that provides comprehensive education for students, encourages diversity of academic backgrounds, promotes equity among students in terms of participation and evaluation and contributes to territorial cohesion;
2. **Adopt realistic procedures:** implementation of procedures for continuous surveillance on the evolution of the pandemic, with regular contingency plan updates and permanent monitoring of its impact on the academic community, in order to implement, in real time, the security measures, in tandem with health authorities, namely in the containment and mitigation of eventual local outbreaks;
3. **Stimulate pedagogical innovation an modernization:** we are faced with an opportunity to stimulate the experimentation and dissemination of innovative teaching and learning practices adapted to in-person education methodologies supported by digital technologies, and mixed/combined forms of teaching at all levels of higher education.

## A. General rules

1. **Social distancing must be observed**, with inhibition of physical contact and the sharing of personal objects, and **general rules of hygiene and respiratory etiquette must be complied with**;
2. The **use of a mask is mandatory** in all closed spaces of the different campuses of the Polytechnic of Leiria;
3. In an open space, the use of a mask is mandatory whenever the **physical distance of 2 meters** between people cannot be guaranteed;
4. When entering or leaving the campi buildings, **hands disinfection is demanded**. All buildings have alcohol-gel dispensers in their accesses;
5. When entering or leaving any teaching space, **hands disinfection is demanded**. All teaching spaces have alcohol-gel dispensers;
6. **Shared equipment**, such as desktop computers, **must be disinfected between different users**, using the adequate products available for the purpose;
7. **Access doors and gates must remain open** in order to avoid frequent touching of surfaces and to allow better air circulation;
8. The entire academic community **must collaborate on the cleaning of common equipment**;
9. **Avoid using elevators**.

## B. Organization of spaces

### 1. Mobility in campi buildings and other spaces

- a. **Keep to the right when circulating in any campus spaces**. Follow the identified pathways;
- b. At the entrance and exit of classrooms, laboratories and workshop rooms, the teacher must **ensure orderly the access to the room**. Access to teaching spaces should be done in the presence of the teacher or other responsible person indicated by the Organic Units or Services.

### 2. Classrooms

- a. Maximum **capacity allowed is indicated at the spaces entrance**;
- b. The spatial organization of theoretical and theoretical-practical classrooms follows governmental and health authorities' guidelines **reducing its regular capacity for habitual occupation**. When necessary, the seats in front of the teachers must remain unoccupied, to guarantee a two meters safe distance between the teacher and the class;
- c. The computer rooms are limited to **one student per desk** with an individual workstation. When necessary, the seats in front of the teachers must remain unoccupied, to guarantee a two meters safe distance between the teacher and the class;
- d. Laboratories and workshop rooms have **defined maximum capacity** and special rules concerning the use of specific personal protective equipment (gloves, gowns, visors, etc.), in order to minimize the risks of contamination and allow face-to-face activities;

e. In the **amphitheatres and auditoriums, all rows are occupied with mismatched seats, leaving a gap between each person**, without compromising the normal functioning of teaching activities. When necessary, the first row must remain unoccupied, to guarantee a two meters safe distance between the teacher and the class.

### 3. Organization of classes and internships in other contexts outside campuses

Partner entities must provide the proper information regarding safety measures, as well as the prevention and contingency plans, to be adopted in the context of internships and classes.

### 4. Support services for the academic community

- a. Whenever available or appropriate, it will be given **preference to online**;
- b. In-presence attendance, whenever possible, will be extended, and specific rules of access and permanence will be applied, with the purpose of promoting time limitation and the physical proximity to contacts.

#### 4.1 Libraries

- a. **Maximum capacity** allowed is indicated at the entrance of all the libraries spaces;
- b. **Reading rooms have reserved spaces**, in order to preserve a safe distance between readers;
- c. Books and documents consultation is only allowed on the **indicated places**, prepared for that purpose.

#### 4.2 Canteens and bars

- a. **Maximum capacity allowed** is indicated at the entrance of each canteen and bar;
- b. Opening hours are extended ;
- c. **Permanence in the eating areas is limited** in order to allow the users rotation;
- d. **Hand hygiene and disinfection is mandatory** before entering and leaving the space;
- e. To guarantee the safety distance between users, the **seats that can be used are identified on the tables**;
- f. **Over-the-counter consumption is not allowed**;
- g. **All users are obliged to comply with mobility flows signage**;
- h. The entire academic community must collaborate on the **cleaning of common goods**.

#### 4.3 Residences

- a. The **use of mask is mandatory** in all common spaces;
- b. In rooms with more than one student, **a minimum of two meters distance between beds is observed**, following the health authorities recommendations.

- c. The shared use of sanitary facilities will be complemented with the **hygiene reinforcement** and the provision of suitable disinfectant products;
- d. The use of common areas, including kitchens, pantries or equivalent areas, will follow a regime of scales, ensuring that simultaneous occupation allows **physical distance according to the capacity of the space** and the respective cleaning and disinfection;
- e. The leisure spaces for common use, namely social rooms or similar and study rooms or structures of a similar nature, have **maximum capacity** (number of seats) and the furniture must be cleaned regularly;
- f. **Visitors are prohibited** from entering, as well as other residents from entering into the rooms to minimize the risk of contagion;
- g. The **access times to the laundry are extended** and differentiated (in a scale defined by the Services) to avoid the crossing of residents from different groups and spaces;
- h. All students **must contribute to the cleaning of rooms and common equipment**.

#### 5. HVAC systems (heating, ventilation and air conditioning)

Frequent air renewal, in accordance with the rules and guidelines of the Directorate-General of Health (DGS), will be privileged by **frequent ventilation of spaces** and/or by mechanical ventilation systems (when this functionality is available). HVAC systems can be used during the COVID-19 pandemic, as long as the following rules are complied with:

1. **Directing the air upwards**, so as not to directly affect the occupants of the space;
2. **Renovation of the air frequently**, in order to ensure, whenever possible, good ventilation in the spaces (opening doors/windows in moments of less heat or less sunlight);
3. When the space is occupied, ensure the maximum **flow of fresh air**. If necessary, the air conditioning equipment can be connected;
4. Air handling units with recirculation should operate with **100% fresh air**, whenever possible;
5. **Turn off the rotary heat exchangers**, whenever possible;
6. **Keep the fan coil units and other terminal equipment in operation**, whenever they introduce fresh air outside or when there is an independent ventilation system;
7. Keep the **extraction systems** of the sanitary facilities in **continuous operation**.

### C. Procedure in case of suspicious case

#### 1. Flow monitoring and information control

- a. The person responsible for the campus must have a permanently **updated map of the flows of classes and groups of employees and students**, as well as having access to the list of updated telephone contacts of all students and employees;

b. It is the responsibility of the campus manager to **articulate the communication** and transmit to the community the guidelines determined by the health authorities.

## 2. Contacts with the campus

Responsibility Area	Contact for information clarification COVID-19
Campus 1 (ESECS) Leiria	+351 969103394
Campus 2 (ESSLei, SAS e BJS) Leiria	+351 969103398
Campus 2 (ESTG) Leiria	+351 969103397
Campus 3 (ESAD.CR) Caldas da Rainha	+351 969103402
Campus 4 (ESTM) Peniche	+351 969103387
Campus 5 Leiria	+351 969103385
Torres Vedras Training Pole	+351 966881317
CDRsp - Centre for Rapid and Sustainable Product Development Marinha Grande	+351 969103400
CeteMares - R&D Center, Training and Dissemination of Maritime Knowledge Peniche	+351 966881282
Polytechnic of Leiria Residences	+351 969103386
Central Services of Polytechnic of Leiria	+351 966881461

## 3. Contingency Plan

The Polytechnic of Leiria has a Contingency Plan adapted to the mitigation phase, which takes into account measures to prevent the spread of suspected / confirmed cases. This plan aims to guarantee the continuity of the institution's activity, ensuring the safety and health of all, with the implementation, in real time, of the appropriate security measures on each moment.

- a. **Appropriate circuits and procedures are outlined** for suspected cases that may be identified, as well as the space to carry out the isolation of these cases, when necessary;
- b. **The person in charge of the campus is responsible for communicating** and making the necessary **articulation with the coordination of the Contingency Plan**;
- c. Compliance with the **confidentiality duties** of all who have access to information must be ensured on all the moments (students, teachers, researchers and technical staff);
- d. The campus manager must always ensure, in real time, that the **appropriate security measures** are implemented, in accordance with the instructions of the health authorities;
- e. The following flow chart must be respected (next page):

## PROCEDURE IN CASE OF SUSPICIOUS CASE



