



Notice about the Functioning of the 2020/2021 School Year

Lisbon School of Architecture of Universidade de Lisboa

Considering the guidelines of the Ministry of Science, Technology and Higher Education (Ministério da Ciência, Tecnologia e Ensino Superior – MCTES) and the recommendations of the General Directorate of Health (Direção Geral da Saúde – DGS), the Lisbon School of Architecture (FA.Ulisboa) prepared the functioning of the 2020/2021 school year by opting for the implementation of the mixed scenario.

This functioning model, approved by the Management Board on September 8th, 2020, clearly presents the lowest risks, as it will reduce the presence of students to half of the usual occupation of the School.

However, the scenario with which this school year will begin may change at any time, depending on the evolution of the pandemic in the country and the government measures being implemented.

ULisboa is also carrying out a general testing plan of the academic community, foreseeing that around 150 tests will be carried out per week within the FA.Ulisboa academic community. These tests will be carried out at CEDAR. Further details of the general testing plan will be provided as soon as possible.

1. Beginning of classes

The school calendar defined for 2020/2021 is published by the Pedagogical Council and stipulates the following dates for the beginning of classes:

Undergraduate degrees, masters, and integrated masters

2nd year and subsequent years – September 28th

1st year – October 6th

Doctoral degrees

2nd year and subsequent years – October 2nd

1st year – October 9th



2. Functioning of classes

Following the Recommendation to Scientific and Higher Education Institutions for the Preparation of the 2020/2021 School Year (Recomendação às Instituições Científicas e de Ensino Superior para a Preparação do Ano Letivo 2020/2021), issued on August 4th by the Ministry of Science, Technology and Higher Education – which states that “higher education institutions may only teach study cycles in the modality in which they have been accredited and/or registered,” thus obliging the existence of face-to-face activities in Higher Education Institutions –, the Lisbon School of Architecture has opted to implement a class model that always combines face-to-face and distance learning classes.

Once the mixed scenario has been chosen for the start of the teaching period, the face-to-face and distance classes will alternate in all the course units, according to the timetables published by the Pedagogical Council. The timetables have been drawn up in such a way that classes can remain at the FA.Ulisboa in block on a given day and be absent in block on another day.

The morning class period starts at 8:30 and ends at 13. The afternoon period will run from 14:30 to 19, providing the necessary time for classroom hygiene between the two periods.

Generally, the elective courses are placed in the break between 13 and 14:30, as this is the only space that can be used by all students, and will occur via distance learning, in most cases.

In compliance with the DGS directives, the classes have been organised with a fixed maximum number of students, which may inhibit the processes of class exchange or shift exchange other than by direct exchange. To ensure the safety and health of the whole community, students may only go to the School on days when they have face-to-face classes, remaining on the premises only for the strictly necessary periods.

3. Work and study spaces

In the kick-off of this school year, and in order to reduce the risk of contagion, the Espaço 24 Horas will be closed. However, access to the microwaves will be allowed, and students will have to use them for a short period of time, respecting the safety distance indicated for this purpose and the appropriate hygienic procedures.

In cases in which students have online and face-to-face classes on the same day (e.g., students with advanced/delayed course units) tables will be placed in the east and west atriums of building 4 and in the Study Room of building 1, allowing the participation of these students in the non-face-to-face classes. For this purpose, students will have to use their personal equipment (laptops or mobile phones), and use headphones.

The classrooms of CIFA are now exclusively allocated to the face-to-face classes, and their use for other purposes is not allowed.

The use of the Library must respect the disseminated norms and signage and must be carried out for the strictly necessary period.

For teachers who cannot teach online from their offices, since these are shared spaces and classes may be held simultaneously, rooms have been made available for this purpose in Building 1, located in the Departments' corridor. In this case, they will have to make an appointment with Mrs. Lúcia Carmona in advance.

4. Circulation on the School's premises

The FA.Ulisboa has adapted the spaces and circulation within its perimeter (Fig. 1) in accordance with the recommendations of the DGS, currently in force.

The entry to the School's premises will be through:



- (1) Main Gate (Stairs);
- (2) Parking to the east;
- (3) Garage.

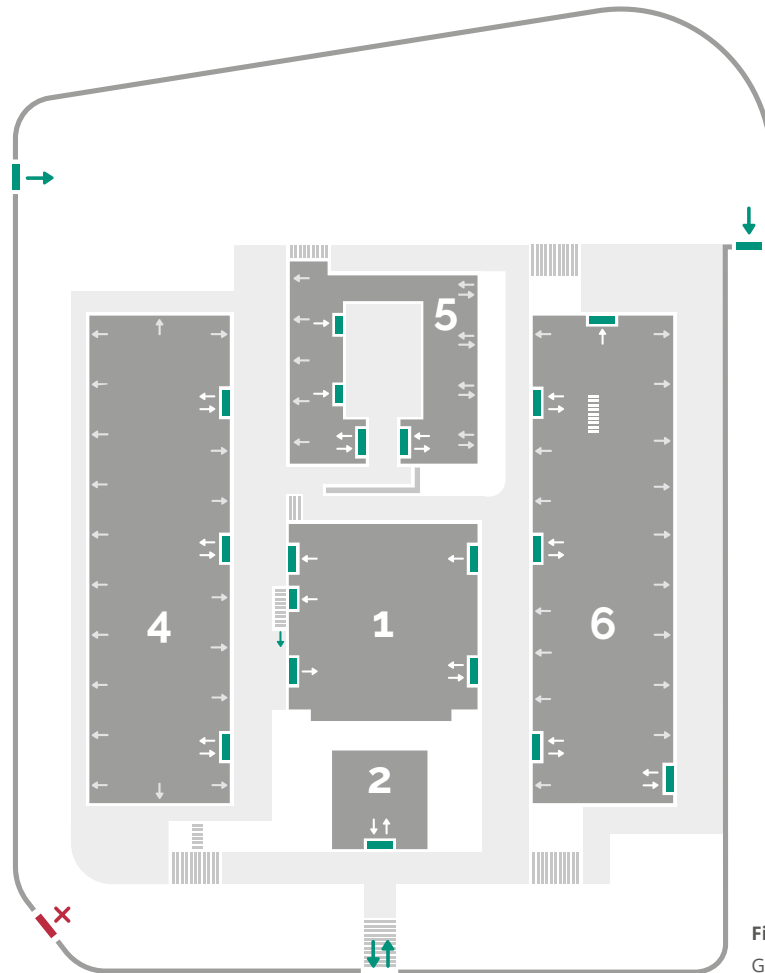


Fig.1
General circulation plant

Building 1

The circulation in building 1, where the Espaço Rainha Sonja (CUBO) is located, will be one way.

On level 0, the entrance will be through the east atrium to the south (access door to CIFA and other services) and the exit will be through the study room door to the north.

On level 1, the entrance to the building will be through the west atrium, to the north, the door in front of the Espaço Rainha Sonja (CUBO) and the access corridor to the staircase of the Library, which will only go downwards.

The exit of the Espaço Rainha Sonja (CUBO) will be through the east atrium to the north.

Building 2

The circulation in building 2, where FA.Ulisboa's services are located, will now be carried out through two doors that will be duly marked – one to enter and one to exit

Building 4

Access to the building will be via the atriums.



To access the classrooms the signs on the floor must be followed. The exit from these classrooms must be made directly through the doors to the outside.

In the case of the auditoriums (Fig. 2), one of the doors will serve as an entrance and the other as an exit. When leaving the auditoriums, access to the outside will be through atriums with a different door from the one used for the entrance.

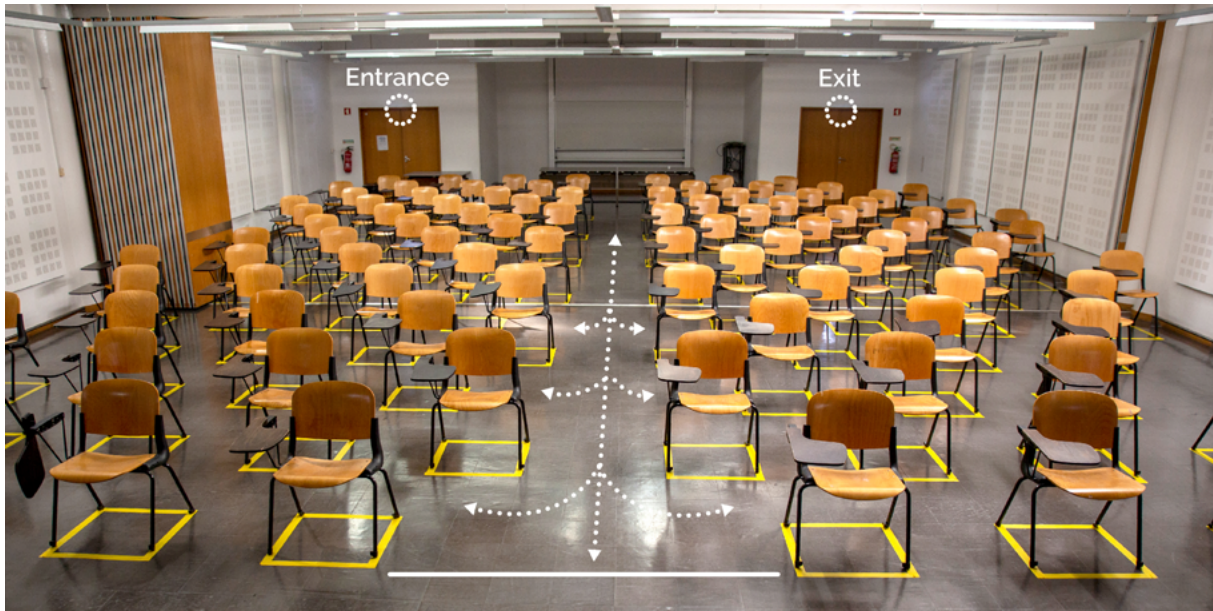


Fig.2

Circulation in the Auditoriums 20, 21 e 22+23 and in the Cube

Building 5

The access to the upper floor of the building will be done in both directions, either in the north atrium for access to the Master's classrooms, or in the south atrium for access to CIAUD.

The entrance to the Master's classrooms is done through the atrium and the exit through the emergency doors on the corridor, in order to avoid crowding in the atrium.

The entrance and exit of the fashion classrooms are done as usual, through the doors to the exterior of the lower floor.

Building 6

Access to the building will be via the atriums.

To access the classrooms the signs on the floor must be followed. The exit from these classrooms must be made directly through the doors to the outside. The materials room with the designation 6.1.2 is the only one where the entrance and exit are made through the same door (inside, access to the AEFA atrium), which will be duly indicated.

Access to level -1, the LPR, the microwaves located in the Espaço 24 Horas, and the garage, is always by stairs, both up and down.

The rooms on level -1 will have a circuit similar to the others, with the entrance being made through the interior doors and the exit through the doors to the exterior. Rooms 6.0.2, 6.0.3, 6.0.4 and 6.0.5 have exclusive access doors through the NAVE.



Access to the bar can only be made from the outside or through the winding stairs in the AEFA atrium, while the exit must be obligatorily done to the outside.

The entrance to the Workshops will be through the east atrium of building 6 and the exit through the door next to the car park. The inside access to the Workshops through the NAVE will be closed. Students who will be in class will be able to gain access through the door to the Design classrooms.

5. Organization and hygienization of classrooms

All classrooms will be cleaned and disinfected twice a day.

An alcohol gel dispenser will be placed next to each classroom and at the entrance of each building and adequate air ventilation will be ensured through the opening of the windows, the classroom doors to the outside (as long as the weather conditions allow for it), and forced air extraction in all School buildings.

The auditoriums are organised with the appropriate spacing between chairs, this spacing being duly identified by means of signs.

The classrooms are organized with the appropriate front, side and diagonal spacing, with the desks alternated behind the front ones in order to ensure this distance.

Tables and chairs cannot be moved from previously defined locations.

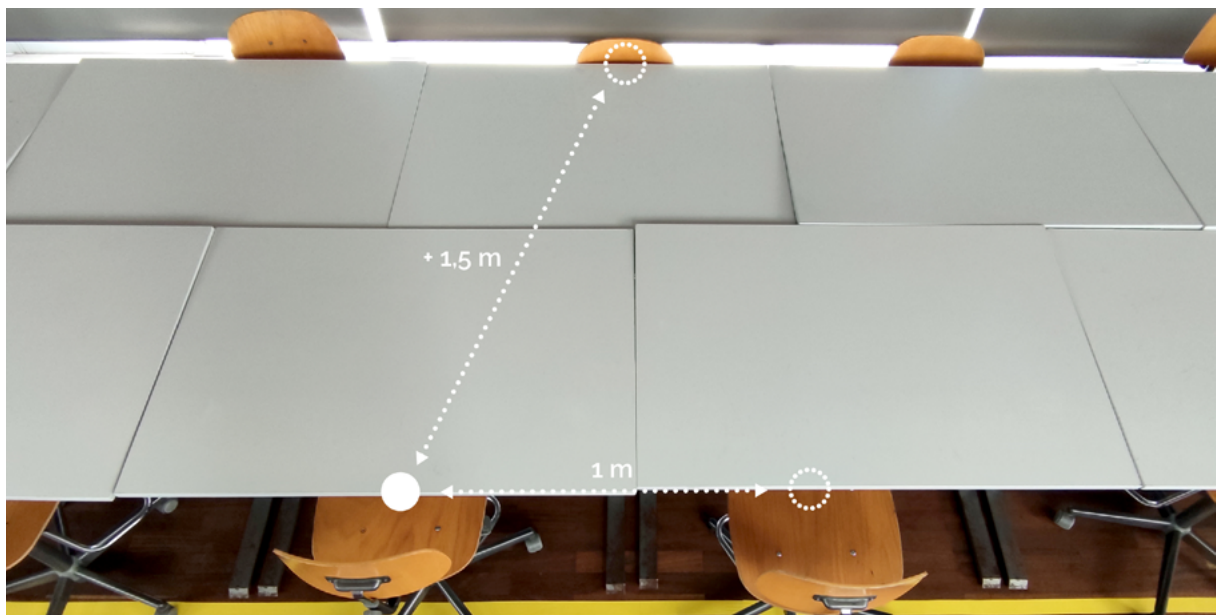


Fig.3

Distancing between the seats in classrooms in Buildings 4, 5 and 6.

6. Use of the School's services

Most FA.ULisboa's services will be provided by appointment, accessible through the FA.ULisboa website. This system allows for the tracking of all contacts made, as well as the provision of personalised service with no waiting times.

Thus, it will be necessary to make an appointment in advance to use the services of the Undergraduate Office [Secretaria de Graduação], the Postgraduate Office [Secretaria de Pós-Graduação], the Treasury [Tesouraria], the Exchange and Career Opportunities Office [Gabinete de Mobilidades e Saídas Profissionais], the Pedagogical Council Secretariat [Secretariado do Conselho Pedagógico], and the Secretariat of CIAUD –



Research Centre for Architecture, Urbanism and Design.

In the case of CIFA (Computer Centre [Centro de Informática]) and the School's Archive and Expedient Service [Serviço de Arquivo e Expediente], the academic community must strictly respect the signposting of access to the service.

7. General prevention measures of COVID-19

The use of a well placed mask, permanently covering the nose and chin, is mandatory for the entire duration of the stay in the perimeter of the School, both indoors and outdoors. Only cases predicted by the DGS may, by means of a supporting document, not use the mask.

The visor may be used whenever the working or study conditions justify it, namely in situations where the student is in the library, doing desk work or working in the fashion atelier or workshops.

Teachers may use the visor when they are teaching more than 2 metres away from the students.

The entire community must measure their own temperature before coming to the School. If they wish to carry out this measurement at the FA.Ulissboa facilities, they may do so with the auxiliary or security personnel.

Hand disinfection is requested at the entrance and exit of the buildings, and it is recommended to wash/disinfect the hands frequently.

A kit with a mask and disinfectant solution will be distributed to each member of the academic community.

In common spaces, such as the tables for attending online classes, it is recommended, in addition to the hygiene provided by the School, to clean the surfaces before and after using them.

Students should stay inside the buildings only for the periods strictly necessary to access the classes or services.

Disposable protective materials should be deposited in the waste bins.

8. Action in case of symptoms

In case of symptoms compatible with COVID-19, the SNS24 telephone line must be contacted immediately, and the respective instructions followed.

In case those symptoms take place in the School premises, the emergency number to call is the following:

969 395 601 – Mrs. Alda Costa

962 034 332 – Arch. Carla Sardinha

969 395 545 – Prof. Luís Mateus (in English)

968 487 647 - Sónia Rodrigues (in English)

The affected person will be directed to the isolation room prepared to receive these cases, which is located in building 4.

More information is available on the website of the DGS and on the School's portal.



Edifício 4: Átrio Central Building 4: Central Atrium

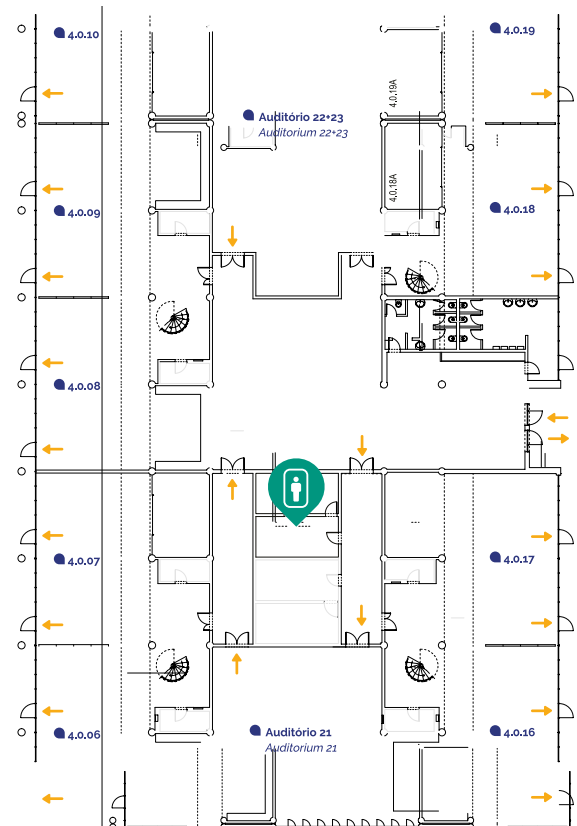


Fig.4
Localização da sala de isolamento

9. Dissemination of information

The website www.fa.ulisboa.pt, where the contingency plan is also available, is constantly being updated, following the evolution of the pandemic situation. The recommendations of the DGS can change at any time and consequently also the measures in place at our institution. Students should keep themselves informed and respect at all times the guidelines in force.

10. Additional information

The dissemination of the timetables by the Pedagogical Council will be done on 17/09/2020.

The contingency plan of the Lisbon School of Architecture will also be updated by 25/09/2020

11. Adaptations to the initial circulation plan at the FA.ULisboa Facilities (October 28th, 2020)

One month after the classes started, with the implementation of the measures mentioned above, a small adaptation is considered necessary to some of the circulation routes within FA.ULisboa.

Building 1

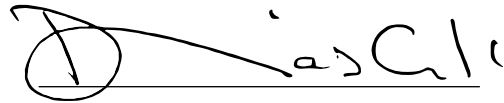
On floor 0, the entry is made through the nascent atrium, to the south, (access door to CIFA and other services) and the exit will be made preferably through the door of the study room, to the north. However the access door to CIFA has can also be used to exit. On the 1st floor, the building entry will be made through the west atrium, to the north, by the front door of the Rainha Sonja Space (CUBO) and the access corridor to the Library staircase, which now has two directions.



Building 6

Access to the bar should preferably be made from the outside, but the interior glass door will now be open for circulation.

Lisbon, September 28th 2020

A handwritten signature in black ink, reading "Carlos Dias Coelho", written over a horizontal line.

Professor **Carlos Dias Coelho**
President of FA.ULisboa